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ABSTRACT

This quarterly publication announces the availability of instructional materials acquired and processed by the Educational Resources Information Center (ERIC) Clearinghouse on Vocational and Technical Education. It should be of particular interest to teachers, curriculum specialists, supervisors, and administrators involved in curriculum development or the use of instructional materials in the teaching-learning setting. Each abstract, a condensation of the report in about 200 words, usually includes the means used to develop the material, the setting for use of the material, and source of available copies. Abstracts are included under the following sections: Agricultural, Business and Office, Distributive, Health Occupations, Home Economics, Industrial Arts, Trade and Industrial, and General Vocational and Technical Education. An author index, document number index, and subject indexes are provided. Most of the documents which have not been announced in "Research in Education," are available as a separate microfiche set from the ERIC Documents Reproduction Service (VT 013 855). Others are available from the source identified in the abstract. (CD)

ED053336

# ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION

## SUMMER 1971

ERIC
CLEARINGHOUSE ON
VOCATIONAL AND
TECHNICAL EDUCATION

VT013803

The Center for Vocational and Technical Education, an independent unit on The Ohio State University campus, operates under a grant from the National Center for Educational Research and Development, U.S. Office of Education. It serves a catalytic role in establishing consortia to focus on relevant problems in vocational and technical education. The Center is comprehensive in its commitment and responsibility, multidisciplinary in its approach and interinstitutional in its program.

The Center's mission is to strengthen the capacity of state educational systems to provide effective occupational education programs consistent with individual needs and manpower requirements by:

- Conducting research and development to fill voids in existing knowledge and to develop methods for applying knowledge.
- Programmatic focus on state leadership development, vocational teacher education, curriculum, vocational choice and adjustment.
- Stimulating and strengthening the capacity of other agencies and institutions to create durable solutions to significant problems.
- PROVIDING A NATIONAL INFORMATION STORAGE, RETRIEVAL AND DISSEMINATION SYSTEM FOR VOCATIONAL AND TECHNICAL EDUCATION THROUGH THE AFFILIATED ERIC CLEARINGHOUSE.

ED053336

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# Abstracts of

# Instructional Materials

# in

# Vocational and Technical Education

SUMMER 1971

*This publication was prepared pursuant to a contract with the Office of Education, U.S. Department of Health, Education and Welfare. Contractors undertaking such projects under Government sponsorship are encouraged to express freely their judgment in professional and technical matters. Points of view or opinions do not, therefore, necessarily represent official Office of Education position or policy.*

ERIC Clearinghouse on Vocational and Technical Education
The Center for Vocational and Technical Education
The Ohio State University
1900 Kenny Road, Columbus, Ohio 43210

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Abstracts of Instructional Materials in Vocational and Technical Education is a quarterly publication (Fall, Winter, Spring, Summer) published by the ERIC Clearinghouse on Vocational and Technical Education. Subscriptions are $11.00, one year; $18.00, two years; and $27.00, three years. Send order to ERIC Clearinghouse, The Center for Vocational and Technical Education, The Ohio State University, 1900 Kenny Road, Columbus, Ohio 43210. Contents of this publication may be reprinted freely without requesting permission, providing appropriate credit is given to the Clearinghouse.

# PREFACE

Abstracts of Instructional Materials in Vocational and Technical Education (AIM) and the companion publication Abstracts of Research and Related Materials in Vocational and Technical Education (ARM) announce the availability of documents acquired and processed by the ERIC Clearinghouse on Vocational and Technical Education. AIM includes abstracts of materials typically designed for teacher use or student use in the classroom, and annotations of bibliographies or lists of instructional materials. It will be of particular interest to teachers, curriculum specialists, supervisors and administrators involved in the use of instructional materials in the teaching-learning setting, or in curriculum development. ARM incorporates abstracts of research and other materials which are useful to a wide audience of users such as researchers, supervisors, teacher educators, education specialists, administrators, teachers and others who have an interest in vocational and technical education. These publications prepared by the ERIC Clearinghouse on Vocational and Technical Education are published quarterly beginning with the Fall 1967 issue.

The ERIC Clearinghouse on Vocational and Technical Education is a division of the Center for Research and Leadership Development in Vocational and Technical Education located at The Ohio State University and is one of the clearinghouses of the Educational Resources Information Center (ERIC-USOE). With the growth of vocational and technical education programs, there is an increasing need for accessible information that can be used in developing logical chains of reasoning for research activities, for improving school practices and for shortening the theory-practice gap. This Clearinghouse is striving to provide a useful and vital function in dissemination of information on vocational and technical education. ARM and AIM give visibility to a document-based information system which constitutes an on-going data bank of research and resource materials in vocational and technical education. Following are some of the benefits derived from this data base:

* A central source of information to be reviewed and synthesized into state-of-the-art papers, critical reviews, interpretive papers, etc.

* A resource which includes different kinds of materials, e.g., instructional materials, descriptive reports, survey reports, dissertations, conference proceedings, program plans or procedures, research reports.

* Provision for availability of primary source materials through the ERIC Document Reproduction Service (EDRS) and/or other distribution agencies.

* A source of bibliographies and a resource for development of bibliographies.

* A source of materials for different user groups (i.e., administrators, supervisors, teacher educators, teachers, legislative and advisory bodies) with information needs in such diverse areas as teaching and learning, manpower needs and requirements, research design and methodology, evaluation.

Since this Clearinghouse is a component of a larger information system, ERIC, it is logical that certain similarities among publications exist. In this regard the format of ARM and AIM is similar to that of Research in Education (RIE)[1], the primary publication of the Educational Resources Information Center (ERIC). RIE

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[1] Research in Education is published 12 times a year. The first issue was no. 1, November 1966. Subscription: Domestic $21.00 a year; foreign $5.25 additional. Single copy: Domestic, $1.75. Send check or money order (no stamps) to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402

includes abstracts from all ERIC Clearinghouses. The abstracts of materials reported in AIM relate specifically to the educational field of vocational and technical education and constitute a segment of ERIC, the national information system for American education.

In addition to the two quarterly publications, Abstracts of Research and Related Materials in Vocational and Technical Education (ARM), and Abstracts of Instructional Materials in Vocational and Technical Education (AIM), other publications will be issued from time to time. These will typically concern themselves with reviewing and synthesizing information in specific areas of vocational and technical education, e.g., Review and Synthesis of Research in Technical Education; Agricultural Education; Home Economics, etc., and with reviewing and synthesizing information related to topical areas such as the economics of vocational and technical education.

We are indebted to our colleagues within the profession for their cooperation in forwarding materials to the clearinghouse and for their suggestions and comments which have materially assisted in the development of this program. We anticipate further refinement and improved procedures with the continued assistance of our advisory committee.

Robert E. Taylor
Director

# INTRODUCTION

## Organization of ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION

Abstracts of Instructional Materials in Vocational and Technical Education relies upon two basic formats--resumes and indexes--to serve the browser and those seeking specific information. The resumes are organized according to vocational service groupings in the first section of the document. Under each grouping, the resumes are arranged by Vocational Technical (VT) number which is an identification number assigned to reports as they are processed. Resumes contain an abstract which indicates the contents of a document in two hundred words or less. Documents which have been pulled from RIE resume tapes will appear in uppercase letters only. Additional components of a resume are explained in a diagram on page x.

Several indexes are located after the resume section to provide specific approaches to documents reported in the resume section. These indexes are:

- Subject and Identifier Index
- Personal and Institutional Author Index
- Document Number Index
- Conversion of Document Number (VT to ED or MP, ED or MP to VT)

All of the indexes refer to page numbers in this publication to enable the reader to quickly locate any resume of interest.

## Availability of AIM

AIM is published quarterly (Fall, Winter, Spring, Summer). The first issue began Fall 1967. At this time the four issues for the period Fall 1967 - Summer 1968 and the AIM-ARM Annual Indexes are available only on microfiche or facsimile copy. Annual subscriptions are available beginning with Fall 1968. Microfiche or facsimile copy for all previous issues may be ordered from ERIC Document Reproduction Service, (EDRS), P.O. Drawer O, Bethesda, Maryland 20014. Please write to EDRS for order forms.

| | | | | |
|---|---|---|---|---|
| ED 013 337 | Fall 1967 AIM | MF - $ .65 | or | HC - $ 6.58 |
| ED 015 336 | Winter 1967 AIM | MF - $ .65 | or | HC - $ 6.58 |
| ED 017 745 | Spring 1968 AIM | MF - $ .65 | or | HC - $ 6.58 |
| ED 020 441 | Summer 1968 AIM | MF - $ .65 | or | HC - $ 6.58 |
| ED 022 064 | AIM-ARM Annual Index 1967-68 | MF - $ .65 | or | HC - $ 6.58 |
| ED 023 936 | Fall 1968 AIM | MF - $ .65 | or | HC - $ 6.58 |
| ED 028 302 | Winter 1968 AIM | MF - $ .65 | or | HC - $ 6.58 |
| ED 030 769 | Spring 1969 AIM | MF - $ .65 | or | HC - $ 6.58 |
| ED 032 433 | Summer 1969 AIM | MF - $ .65 | or | HC - $ 6.58 |
| ED 036 652 | AIM-ARM Annual Index 1968-69 | MF - $ .65 | or | HC - $ 6.58 |
| ED 034 075 | Fall 1969 AIM | MF - $ .65 | or | HC - $ 6.58 |
| ED 037 584 | Winter 1969 AIM | MF - $ .65 | or | HC - $ 6.58 |
| ED 041 159 | Spring 1970 AIM | MF - $ .65 | or | HC - $ 6.58 |
| ED 042 930 | Summer 1970 AIM | MF - $ .65 | or | HC - $ 6.58 |
| ED 042 929 | AIM-ARM Annual Index 1969-70 | MF - $ .65 | or | HC - $ 6.58 |
| ED 045 853 | Fall 1970 AIM | MF - $ .65 | or | HC - $ 6.58 |
| ED 048 514 | Winter 1970 AIM | MF - $ .65 | or | HC - $ 6.58 |

Subscriptions for hard copy may be initiated with the Fall 1968 issue, or subsequent issues. Send order indicating quarter and year that subscription is to begin to:

AIM-ARM
ERIC Clearinghouse
The Center for Vocational and Technical Education
1900 Kenny Road
Columbus, Ohio 43210

## Availability of Materials Reported in AIM

A basic concept of the ERIC system is to make known the availability of the full text of materials abstracted. Most of the materials processed into the ERIC system with an ERIC Document (ED) number will be available from the ERIC Document Reproduction Service (EDRS) in the form of microfiche or facsimile copy. There is an EDRS availability line with each abstract which indicates if a document may be obtained from EDRS. Microfiche or facsimile copy must be ordered by ED (ERIC Document) number since EDRS is not set up to respond to requests for materials by subject, author, or title. If a document is not available from EDRS, the agency and address from which the document may be obtained is in the resume. AIM and ARM indexes can be used to determine ED numbers which relate to problem areas. Always check the most current issue of RIE in the section, How to Order ERIC Document Reproductions for the latest price schedules and ordering procedure for microfiche (MF) and facsimile copy, called hard copy (HC).

Materials with ED numbers are announced in Research in Education (RIE) as well as AIM or ARM. These are available as individual documents through EDRS or another source. Documents with VT numbers only are not announced in RIE but are included in AIM and ARM. They are not available as individual documents from EDRS but as part of a VT-ERIC set. Microfiche for an individual document in one of these sets is obtainable only through purchase of the set or from agencies that have this set and have the capability of reproducing microfiche. Reports in these sets are identified in the resume by the phrase MF AVAILABLE IN VT-ERIC SET. The documents are grouped in VT number sequence in the microfiche set for each issue of AIM or ARM. Each set is announced in RIE under a single (ED) number. The Fall 1967 - Summer 1968 Microfiche Collections contain documents with VT numbers only and ED documents. Beginning with Fall 1968, the microfiche set contains the documents which have only VT numbers. Thus the microfiche collection for a particular issue of AIM now contains the items in that issue of AIM which have the statement, MF AVAILABLE IN VT-ERIC SET, in the resume. These sets may be ordered from EDRS. Information to be used in ordering the sets for AIM follows:

AIM Microfiche Collections

| AIM | ED Number | Microfiche |
|---|---|---|
| Fall 1967 | ED 013 339 | $17.38 |
| Winter 1967 | ED 015 349 | $36.08 |
| Spring 1968 | ED 017 746 | $48.84 |
| Summer 1968 | ED 020 442 | $47.08 |
| Fall 1968 | ED 022 971 | $34.10 |
| Winter 1968 | ED 028 305 | $36.74 |
| Spring 1969 | ED 030 770 | $49.94 |
| Summer 1969 | ED 032 434 | $75.46 |
| Fall 1969 | ED 034 074 | $62.04 |
| Winter 1969 | ED 037 585 | $51.26 |
| Spring 1970 | ED 041 177 | $42.02 |
| Summer 1970 | ED 042 931 | $46.20 |
| Fall 1970 | ED 045 856 | $41.80 |
| Winter 1970 | ED 049 382 | $34.54 |

The prices quoted above reflect a new price schedule in effect for VT-ERIC microfiche collections as of June 1971.

It should be noted that organizations which have standing orders with EDRS for the total microfiche collections in RIE will automatically receive the ARM and AIM microfiche collections. If an organization wishes to order only the materials abstracted by VT-ERIC which are announced in RIE and are on microfiche, a standing order may be initiated with EDRS for a VT-ERIC package. This package will automatically include the ARM and AIM microfiche collections. Contact EDRS for information about cost of current or retrospective VT-ERIC packages.

## Availability Key for Materials Reported in AIM

| Accession Number | Availability on Microfiche |
|---|---|
| ED number supplied | ERIC Document Reproduction Service (EDRS) provided that the information is shown on EDRS price line. |
| ED appears with reference to an RIE issue (e.g., ED (See Aug. '69 RIE) | If a price is given for microfiche, the fiche is unavailable from EDRS (at time of printing) until an ED number is assigned and published in RIE. The issue of RIE in which the abstract is scheduled to appear follows the ED prefix. After assignment of numbers has been made by Central ERIC, the Conversion of Document Number Index in each succeeding issue of AIM will include numbers for documents listed with an ED and RIE date in the previous issue. |
| VT number only supplied | Available on microfiche in VT-ERIC set from EDRS as indicated. |
| Items not available through EDRS or in a VT-ERIC set will usually have a source of availability cited on the availability line in the abstract. | |

## ERIC Document Reproduction Service (EDRS)

The ERIC Document Reproduction Service (EDRS) is operated by Leasco Information Products, Inc. (LIPCO). Request order forms from:

ERIC Document Reproduction Service (EDRS)
P. O. Drawer O
Bethesda, Maryland 20014

Prices for microfiche and/or hard copy undergo occasional changes which become effective when announced in Research in Education. EDRS prices cited in AIM and ARM reflect the prices in effect at the time of publication. Retrospective use of AIM and ARM requires attention to the most recent price schedules and ordering information which is available in a current issue of RIE.

## Scope of the Clearinghouse

The Clearinghouse on Vocational and Technical Education is responsible for acquiring, processing, and disseminating through the ERIC system, research reports, instructional materials, information analysis products and other resource materials related to vocational and technical education. In addition to this general area, coverage includes the specific occupational fields of agricultural education, business and office occupations education, distributive education, health occupations education, home economics education, technical education, trade and industrial education, and new sub-professional fields. The clearinghouse scope also encompasses the related fields of industrial arts education, manpower economics, occupational psychology, and occupational sociology. The following subject categories when specifically oriented to vocational-technical education and its related fields are included in the scope of the clearinghouse: administration and supervision, curriculum, employment and occupations, evaluation and measurements, facilities and equipment, historical studies, individuals with special needs, instructional materials and devices, philosophy and objectives, research design and development, occupational guidance and other student personnel services, students, teachers, teacher education, teaching and learning.

## Acquisitions

The adequacy of information in this publication, as well as other services of this Clearinghouse, is directly related to the extensiveness of the information acquired and processed into the system. This Clearinghouse has assumed the initiative in obtaining as much of the available information as possible. However, it is impossible for any organization to achieve complete and comprehensive coverage of a field as vast as vocational education without the cooperation and assistance of the profession. The growth and ultimate effectiveness of the system require supplemental efforts of its users. Any person in the vocational or technical field is invited to forward to the Clearinghouse two copies of items relating to vocational-technical education for possible inclusion in the system. Questions relating to this endeavor should be directed to the Acquisitions Specialist at the Clearinghouse.

## Abbreviations

| | |
|---|---|
| AIM | *Abstracts of Instructional Materials in Vocational and Technical Education* |
| ARM | *Abstracts of Research and Related Materials in Vocational and Technical Education* |
| ED | ERIC Document |
| EDRS | ERIC Document Reproduction Service |
| ERIC | Educational Resources Information Center |
| HC | Hard copy |
| MF | Microfiche |
| MP | Manpower |
| RIE | *Research in Education* |
| VT | Vocational-Technical |

# SAMPLE RESUME

Accession Number--an identification number sequentially assigned to reports as they are processed.

Author(s)--the individual(s) who prepared the report.

EDRS Price--price of the document through the ERIC Document Reproduction Service. "MF" means microfiche; "HC" means hardcopy.

Report Number

If item cited appeared originally in a journal, a journal citation would appear here.

Publication Date

Total number of printed pages in the report, including cover and appendices.

Identifier, if any--acronyms, geographical areas, conferences, organizations, tests (e.g. Binet), etc. Only the major identifiers preceded by an asterisk are printed in the index.

Abstract--a condensation of the report in about 200 words. When applicable, it includes the purpose, means of development, subject-matter content, teacher competency, student requirements, and description of supplementary materials if available.

VT 002 079     ED 017 657

Karnes, James B.

Medical Record Technology, A Course of Study Designed for Cooperative Part-Time Students Employed in Medical Record Libraries.

Missouri State Dept. of Education, Jefferson City. Industrial Education Section
Missouri Univ., Columbia. Dept. of Industrial Education

EDRS PRICE MF-$0.75  HC NOT AVAILABLE FROM EDRS.

Industrial Education, 103 Industrial Education Building, University of Missouri, Columbia, Missouri 65201 ($1.50).

Pub Date - Aug64  136p.

Descriptors - *STUDY GUIDES; *HEALTH OCCUPATIONS EDUCATION; GRADE 11; POST SECONDARY EDUCATION; ASSIGNMENTS; *COOPERATIVE EDUCATION; STUDENT RECORDS; *MEDICAL RECORD TECHNICIANS

Abstract - Designed for use by eleventh grade cooperative part-time students employed in medical record libraries, this guide may also be used in area vocational or post-high school settings. It was developed by a consultant committee, teacher educators, and research assistants at the state level and revised after use in the field...............An analysis of medical record technology and progress records to be completed by the employer, teacher, and student are included. The material should be used with related instruction for individual students by a qualified coordinator or competent health occupations teacher. (JK)

If ED is followed by numbers, item has been announced in Research in Education. If ED is not followed by numbers, the issue of RIE in which the abstract is scheduled to appear follows the ED prefix.

Title of report.

Institutional source--the organization responsible for the report.

Sponsoring Agency--would appear here if different than Institutional Source.

Grant Number and Program Area Number would also appear on this line.

Commercial, institutional, and other sources of availability if known at time of printing. Cost is included.

Descriptors--the subject terms assigned by an indexer to characterize the contents of a report. Only the major terms, those preceded by an asterisk, are printed in the index.

Abstractor's Initials.

Availability Key for Materials Reported in AIM

| Accession Number: | Availability on Microfiche |
|---|---|
| ED number supplied | ERIC Document Reproduction Service (EDRS) provided the information is shown on EDRS price line. |
| ED appears with reference to an RIE issue (See Nov. '69 RIE) | If a price is given for microfiche, the fiche is unavailable from EDRS (at time of printing) until an ED number is assigned and published in RIE. The issue of RIE in which the abstract is scheduled to appear follows the ED prefix. After assignment of numbers has been made by Central ERIC, the Conversion of Document Number Index in each succeeding issue of AIM will include numbers for documents listed with an ED and RIE date in the previous issue. |
| VT number only supplied | Available on microfiche in VT-ERIC set from EDRS as indicated. |
| Items not available through EDRS or in a VT-ERIC set will usually have a source of availability cited on the availability line in the resume. | |

## ERRATA

1. VT 012 812 was omitted from the Conversion of Document Number Index in this issue. The corresponding ED number is ED 048 493.

2. The ED number for VT 012 946 (Microfiche Collection of Clearinghouse Documents Reported in Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Winter 1970) did not become available in time to be included in the Conversion of Document Number Index in this issue. The corresponding ED number is ED 049 382.

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NOTE: Since the information previously given in the Source List is supplied in the availability line of the resumes, the Source List will no longer be carried in AIM.

# AGRICULTURAL EDUCATION SECTION

VT 010 647
The Green House Worker.

Ohio State Univ., Columbus. Dept. of Agricultural Education.
Ohio State Dept. of Education, Columbus. Agricultural Education Service
MF AVAILABLE IN VT-ERIC SET.
AGDEX 952
Ohio Vocational Agriculture, Instructional Materials Service, The Ohio State University, 2120 Fyffe Road, Columbus, Ohio 43210 ($1.85).
PUB DATE - 70 153p.

DESCRIPTORS - *STUDY GUIDES; *VOCATIONAL AGRICULTURE; *ORNAMENTAL HORTICULTURE; *ORNAMENTAL HORTICULTURE OCCUPATION; *GREENHOUSES; GRADE 11; GRADE 12

ABSTRACT - Prepared by a professor of horticulture, this manual is for use as a reference or study guide by 11th or 12th grade vocational horticulture students during cooperative work experience in greenhouses. Contents cover: (1) Commercial Greenhouses, (2) Greenhouse Construction, (3) How Does the Plant Function, (4) Greenhouse Plants, (5) Greenhouse Operations, and (6) Planting, with each unit providing technical information, instructions as to how manipulative operations should be performed, and exercises to give practical experience to the student. The guide is illustrated with numerous photographs, drawings, and diagrams. Related documents are VT 012 480 and VT 012 482, both in this issue. (AW)

VT 011 839 **ED 047 085**
Eshelby, Don
Bibliography of Agricultural Education Documents as Listed in Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Fall, 1967 to Fall, 1969.

North Dakota Univ., Grand Forks. Vocational Education Research Information Center.
EDRS PRICE MF-$0.65 HC-$3.29
PUB DATE - Jul70 64p.

DESCRIPTORS - *BIBLIOGRAPHIES; *AGRICULTURAL EDUCATION; *INSTRUCTIONAL MATERIALS; *RESOURCE MATERIALS; *EDUCATIONAL RESEARCH; CURRICULUM PLANNING; PROGRAM PLANNING; PROGRAM DEVELOPMENT

ABSTRACT - This bibliography presents approximately 530 citations of instructional materials pertaining to areas of agricultural education which were drawn from "Abstracts of Instructional Materials" (AIM), Fall 1967 to Fall 1969. AIM is the quarterly publication of the Ohio State University which announces the availability of instructional materials acquired and processed by the Educational Resources Information Center (ERIC) Clearinghouse on Vocational and Technical Education. Individual entries in the bibliographies include title, author, date, number of pages, availability information, and the issue of AIM in which a brief abstract appears. Ordering instructions are included for the listed documents. (GB)

VT 011 992
Electrical Applications for Greenhouses.

Texas A and M Univ., College Station. Agricultural Education Teaching Materials Center.
MF AVAILABLE IN VT-ERIC SET.
Agricultural Education Teaching Materials Center, Texas Agricultural and Mechanical University, College Station, Texas 77843 ($1.35).
PUB DATE - ND 64p.

DESCRIPTORS - *CURRICULUM GUIDES; *VOCATIONAL AGRICULTURE; *GREENHOUSES; *CONTROLLED ENVIRONMENT; PLANT GROWTH; *ELECTRICITY

ABSTRACT - For use in Texas vocational agriculture classes, this manual is intended to aid in preparing students for greenhouse management and related occupations through the use of instructional greenhouses as facilities for studying the principles of plant growth and ecology. Nine lessons covering the application of electrical equipment in the operation of greenhouses include: (1) Potential Applications of Electricity, (2) Space Heating in the Greenhouse, (3) Heating Benches or Hotbeds for Propagation, (4) Cooling the Greenhouse, (5) Ventilation and Air Movement, (6) Soil Sterilization (Pasteurization), (7) Pumping and Humidity Requirements, (8) Light in Greenhouses, and (9) Planning and Installing the Wiring System. The manual is illustrated with temperature maps, diagrams, and tables. A bibliography, a listing of addresses of the state extension services, and suggested references are also provided. (AW)

VT 012 008
Litterst, Frank C., Jr.
Cattle Feeders' Guidelines for the Southwest.

Texas A and M Univ., College Station.
Texas Education Agency, Austin.
MF AVAILABLE IN VT-ERIC SET.
Agricultural Education Teaching Materials Center, Texas Agricultural and Mechanical University, College Station, Texas 77843 ($2.05).
PUB DATE - ND 103p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *SUPPLEMENTARY TEXTBOOKS; *ANIMAL SCIENCE; *AGRICULTURAL PRODUCTION; *LIVESTOCK; ILLUSTRATIONS; MARKETING; FEED INDUSTRY; HIGH SCHOOLS

ABSTRACT - Intended for use in teaching animal science students in high schools and institutions of higher learning or for utilization of interested cattle feeders, this document is the result of 3 years of the author's personal research into the cattle feeding business in the southwestern states. In cooperation with the Texas Education Agency and Texas A and M University, the author utilized the resources of feedlot operators, feeder associations, feed companies, and feeders. Contents are: (1) Growth of Cattle Feeding in the Southwestern United States, (2) Source and Types of Feeder Cattle, (3) Receiving and Processing Feeders at the Feedlot, (4) Feedlot Construction Methods, (5) Feeds and Feeding in the Southwestern Feedlots, and (6) Feedlot Performance and Marketing. Numerous illustrations and pictures are included to complement the text. (GB)

VT 012 039
Nix, Phillip S.
Nitrate Accumulation in Forages and Its Effect on Grazing Animals. Pasture Management Guidelines.

Texas A and M Univ., College Station.
Texas Education Agency, Austin.
MF AVAILABLE IN VT-ERIC SET.
Agricultural Education Teaching Materials Center, Texas Agricultural and Mechanical University, College Station, Texas 77843 ($.55).
PUB DATE - ND 28p.

DESCRIPTORS - *TEACHING GUIDES; *AGRICULTURAL EDUCATION; *AGRICULTURAL PRODUCTION; VOCATIONAL AGRICULTURE; *FERTILIZERS; VOCATIONAL AGRICULTURAL TEACHERS; AGRONOMY; COURSE CONTENT; PLANT SCIENCE; SOIL SCIENCE; SLIDES; BIBLIOGRAPHIC CITATIONS; ILLUSTRATIONS

ABSTRACT - Part of a series developed for use by vocational agriculture teachers in teaching pasture management, this document was individually authored in cooperation with the Texas Education Agency and Texas A and M University. This booklet deals primarily with the problem of nitrate accumulation in forages and the effect on grazing animals. Contents are: (1) Nitrate Accumulation in Forages and Its Effect on Animals, (2) Enzymes, (3) Factors within Plants, (4) Sources of Nitrate, (5) Sources of Injury, (6) Susceptibility of Animals, (7) Diagnosis, Treatment and Control of Nitrate Poisoning, and (8) Measures of Prevention. Illustrations and tables are presented as well as an appended bibliography. A slide set and script entitled "Nitrate Accumulation in Forages, and Its Effect on Grazing Animals" are available for use with material in this booklet from the source of availability listed above. (GB)

VT 012 040
Nix, Phillip S.
Producing Quality Hay. Pasture Management Guidelines.

Texas A and M Univ., College Station.
Texas Education Agency, Austin.
MF AVAILABLE IN VT-ERIC SET.
Agricultural Education Teaching Materials Center, Texas Agricultural and Mechanical University, College Station, Texas 77843 ($.95).
PUB DATE - ND 47p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *TEACHING GUIDES; *AGRICULTURAL EDUCATION; *VOCATIONAL AGRICULTURE; VOCATIONAL AGRICULTURE TEACHERS; AGRONOMY; PLANT SCIENCE; PLANT GROWTH; BIBLIOGRAPHIC CITATIONS; SLIDES; HARVESTING; ILLUSTRATIONS

ABSTRACT - Part of a series developed for vocational agriculture teachers in teaching pasture management, this document deals primarily with the production of quality hay. Individually authored with the cooperation of the Texas Education Agency and Texas A and M University, the content includes factors related to the production of quality hay and results of experiments to support the discussion. Sections are also devoted to comparing relative advantages of baling and stacking hay. A slide set and script entitled "Producing Quality Hay" are available for use with this material from the source of availability listed above. (GB)

VT 012 142 ED 047 091
A Selected List of Books and Periodicals for Agricultural Education and Training in Africa.

United Nations Food and Agriculture Organization, Rome (Italy).
EDRS PRICE MF-$0.65 HC-$6.58
PUB DATE - 68 139p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *BIBLIOGRAPHIES; *EDUCATIONAL RESEARCH; *INSTRUCTIONAL MATERIALS; *RESOURCE MATERIALS; AGRICULTURE

ABSTRACT - Prepared by the Food and Agriculture Organization of the United Nations, this bibliography of books and pamphlets on the agricultural sciences and related subjects for agricultural education and training in Africa is classified in broad subject area groups. Each item includes author, title, place of publication, publisher, publication date, price, and a grading symbol indicating advanced or intermediate standard. (GB)

VT 012 233
Resource Unit on Construction and Maintenance Skills for Core Curriculum. Resource Unit Number Eleven.

Arizona Univ., Tucson. Dept. of Agricultural Education.
Arizona State Dept. of Vocational Education, Phoenix. Agricultural Education Section.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jul70 225p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *RESOURCE UNITS; *CORE CURRICULUM; *VOCATIONAL AGRICULTURE; *AGRICULTURAL SKILLS; CONSTRUCTION (PROCESS); MAINTENANCE; UNITS OF STUDY (SUBJECT FIELDS); AGRICULTURAL ENGINEERING; COURSE DESCRIPTIONS

ABSTRACT - Intended for vocational agriculture instruction in agricultural mechanization, this resource unit on construction and maintenance skills was developed by the Arizona Department of Vocational Education and the Agricultural Education Department of the University of Arizona. Activities have been selected to provide students an opportunity to attain some skill before progressing to a project that would require the application of various skills. Skill areas are: (1) Labor Management, (2) Working Drawings, (3) Construction and Fabrication with Wood, (4) Construction and Fabrication with Metal (Cold Metal, Arc Welding, Oxyacetylene Welding, Pipe and Tubing), (5) Maintenance of Wood and Metal Cutting Tools, and (6) Surveying. The suggested length of instruction is 125 hours. (Not recommended for hard copy reproduction due to marginal legibility of original.) (GB)

VT 012 265
Selected Weeds of the United States. Agriculture Handbook No. 366.

Agricultural Research Service (DOA), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (A1.76:366, $4.00).
PUB DATE - Mar70 467p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *MANUALS; *WEEDS; *CLASSIFICATION; *ILLUSTRATIONS; BOTANY; PLANT SCIENCE; INSTRUCTIONAL MATERIALS

ABSTRACT - Prepared by the Agricultural Research Service, Department of Agriculture, this handbook illustrates and describes 224 important weeds in the United States and indicates their geographical distribution in this country. These selected weeds are some of the prevalent ones in croplands, grazing lands, noncroplands, and aquatic sites. The scientific and common names are those generally used by the Weed Science Society of America. Drawings of the weeds have been made to scale, and include magnified drawings of leaves, stems, flowers, fruits and seeds. (GB)

VT 012 403
Richard, Claude E.
Soils: Preparing the Soil for Planting. Curriculum Materials for Agricultural Education.

Virginia Polytechnic Inst. and State Univ., Blacksburg. Agricultural Education.
MF AVAILABLE IN VT-ERIC SET.
Publication AP-3
PUB DATE - 70 13p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *INSTRUCTIONAL MATERIALS; *CURRICULUM GUIDES; *SOIL SCIENCE; AGRONOMY; EDUCATIONAL OBJECTIVES; BIBLIOGRAPHIC CITATIONS; AUDIOVISUAL AIDS; COURSE CONTENT

ABSTRACT - Intended for use by teachers of agriculture in developing a teaching plan on preparing the soil for planting, this lesson outline was individually authored in cooperation with the Agricultural Education Department of Virginia Polytechnic Institute. Contents are: (1) Situation, (2) Teacher Objectives, (3) Introduction, (4) Group Objectives, (5) Problems and Concerns, (6) References, (7) Visual Aids, (8) Special Events, (9) Application and Evaluation, and (10) Content Summary. (GB)

VT 012 404
Richard, Claude E.
Soils: Determining Land Capability Classes. Curriculum Materials for Agricultural Education.

Virginia Polytechnic Inst. and State Univ., Blacksburg. Agricultural Education.
MF AVAILABLE IN VT-ERIC SET.
Publication AP-2
PUB DATE - 70 14p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *INSTRUCTIONAL MATERIALS; *CURRICULUM GUIDES; *SOIL SCIENCE; *LAND USE; AGRONOMY; EDUCATIONAL OBJECTIVES; BIBLIOGRAPHIC CITATIONS; AUDIOVISUAL AIDS; COURSE CONTENT

ABSTRACT - Intended for use by teachers of agriculture in developing a teaching plan on determining land capability classes in soil science instruction, this lesson outline was individually authored in cooperation with the Agricultural Education Department of Virginia Polytechnic Institute and State University. Contents include: (1) introduction, (2) teacher and group objectives, (3) problems and concerns, (4) references, (5) visual aids, (6) special events, (7) application and evaluation, and (8) content summary. Suggestions for using the materials are included. (GB)

VT 012 405
Richard, Claude E.
Soils: Developing a Soil and Water Conservation Plan. Curriculum Materials for Agricultural Education.

Virginia Polytechnic Inst. and State Univ., Blacksburg. Agricultural Education.
MF AVAILABLE IN VT-ERIC SET.
Publication AP-4
PUB DATE - 70 16p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *INSTRUCTIONAL MATERIALS; CURRICULUM GUIDES; *SOIL SCIENCE; *SOIL CONSERVATION; *CONSERVATION EDUCATION; WATER RESOURCES; NATURAL RESOURCES; EDUCATIONAL OBJECTIVES; BIBLIOGRAPHIC CITATIONS; AUDIOVISUAL AIDS; COURSE CONTENT

ABSTRACT - Intended for use by teachers of agriculture in developing a teaching plan on soil and water conservation, this lesson outline was individually authored in cooperation with the Agricultural Education Department of Virginia Polytechnic Institute and State University. Contents include: (1) introduction, (2) teacher and group objectives, (3) problems and concerns, (4) references, (5) visual aids, (6) special events, (7) application and evaluation, and (8) content summary. Suggestions for using the material are included. (GB)

VT 012 406
Richard, Claude E.
Soils: Understanding the Nature and Importance of Soil. Curriculum Materials for Agricultural Education.

Virginia Polytechnic Inst. and State Univ., Blacksburg. Agricultural Education.
MF AVAILABLE IN VT-ERIC SET.
Publication AP-1
PUB DATE - 70 26p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *INSTRUCTIONAL MATERIALS; CURRICULUM GUIDES; *SOIL SCIENCE; *AGRONOMY; EDUCATIONAL OBJECTIVES; BIBLIOGRAPHIC CITATIONS; *TRANSPARENCIES; AUDIOVISUAL AIDS; COURSE CONTENT

ABSTRACT - Intended for use by teachers of agriculture in developing a teaching plan on understanding the nature and importance of soil, this lesson outline was individually authored in cooperation with the Agricultural Education Department of Virginia Polytechnic Institute and State University. Contents are: (1) introduction, (2) teacher and group objectives, (3) problems and concerns, (4) references, (5) visual aids, (6) special events, (7) application and evaluation, and (8) content summary. Included are numerous transparency masters and suggestions for using these materials. (GB)

VT 012 418
Cockram, Gary L., Ed.
Agricultural Chemicals--Herbicides. Curriculum Materials for Agricultural Education. Lesson 1. Importance of Herbicides and Control Practices for Corn.

Virginia Polytechnic Inst. and State Univ., Blacksburg.
Virginia State Dept. of Education, Richmond. Agricultural Education Service.
MF AVAILABLE IN VT-ERIC SET.
Publication ETV2-1
PUB DATE - 70 25p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; LESSON PLANS; *TEACHING GUIDES; *HERBICIDES; *CORN (FIELD CROP); EDUCATIONAL TELEVISION; ADULT FARMER EDUCATION; YOUNG FARMER EDUCATION; EDUCATIONAL OBJECTIVES; BIBLIOGRAPHIC CITATIONS; AUDIOVISUAL AIDS; INSTRUCTIONAL MATERIALS; CHARTS

ABSTRACT - Prepared for teachers of agriculture in planning and conducting adult and young farmer programs, this lesson on the importance of herbicides and control practices for corn is one in a series of educational television lesson guides on Agricultural Chemicals--Herbicides. Individually authored in cooperation with the State Department of Education and Virginia Polytechnic Institute and State University, these lessons contain suggested procedures to follow in the preparation and followup of the TV presentations. In addition, objectives, references, visual aids, and other materials are included. Related documents are available as VT 012 419-VT 012 423, also in this issue. (GB)

VT 012 419
Cockram, Gary L., Ed.
Agricultural Chemicals--Herbicides. Curriculum Materials for Agricultural Education. Lesson 2. Methods of Weed Control and Control Practices for Forage Crops and Soybeans.

Virginia Polytechnic Inst. and State Univ., Blacksburg.
Virginia State Dept. of Education, Richmond. Agricultural Education Service.
MF AVAILABLE IN VT-ERIC SET.
Publication ETV 2-2
PUB DATE - 70 26p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; LESSON PLANS; *TEACHING GUIDES; *HERBICIDES; *FIELD CROPS; *AGRICULTURAL PRODUCTION; EDUCATIONAL TELEVISION; ADULT FARMER EDUCATION; YOUNG FARMER EDUCATION; EDUCATIONAL OBJECTIVES; BIBLIOGRAPHIC CITATIONS; AUDIOVISUAL AIDS; INSTRUCTIONAL MATERIALS; CHARTS

ABSTRACT - Prepared for teachers of agriculture in planning and conducting adult and young farmer programs, this lesson on methods of weed control and control practices for forage crops and soybeans is one in a series of educational television lesson guides on Agricultural Chemicals--Herbicides. Individually authored in cooperation with the State Department of Education and Virginia Polytechnic Institute and State University, these lessons contain suggested procedures to follow in the preparation and followup of the TV presentations. In addition, objectives, references, visual aids, and other materials are included. Related documents are available as VT 012 418-VT 012 423, also in this issue. (GB)

VT 012 420
Cockram, Gary L., Ed.

Agricultural Chemicals--Herbicides. Curriculum Materials for Agricultural Education. Lesson 4. Application Equipment.

Virginia Polytechnic Inst. and State Univ., Blacksburg.
Virginia State Dept. of Education, Richmond. Agricultural Education Service.
MF AVAILABLE IN VT-ERIC SET.
Publication ETV2-4
PUB DATE - 70 23p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; LESSON PLANS; *TEACHING GUIDES; *HERBICIDES; *AGRICULTURAL MACHINERY; DIAGRAMS; EDUCATIONAL TELEVISION; ADULT FARMER EDUCATION; EDUCATIONAL OBJECTIVES; BIBLIOGRAPHIC CITATIONS; AUDIOVISUAL AIDS; INSTRUCTIONAL MATERIALS; CHARTS; YOUNG FARMER EDUCATION

ABSTRACT - Prepared for teachers in agriculture in planning and conducting adult and young farmer programs, this lesson on herbicide application equipment is one in a series of educational television lesson guides on Agricultural Chemicals--Herbicides. Individually authored in cooperation with the State Department of Education and Virginia Polytechnic Institute and State University, these lessons contain suggested procedures to follow in the preparation and followup of the TV presentations. In addition, objectives, references, visual aids, and other materials are included. Related documents are available as VT 012 418-VT 012 423, also in this issue. (GB)

VT 012 421
Cockram, Gary L., Ed.
Agricultural Chemicals--Herbicides. Curriculum Materials for Agricultural Education. Lesson 3. Selecting Herbicides and Control Practices for Tobacco and Lawns and Turfs.

Virginia Polytechnic Inst. and State Univ., Blacksburg.
Virginia State Dept. of Education, Richmond. Agricultural Education Service.
MF AVAILABLE IN VT-ERIC SET.
Publication ETV 2-3
PUB DATE - 70 26p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *TEACHING GUIDES; *HERBICIDES; LESSON PLANS; *HORTICULTURE; *FIELD CROPS; EDUCATIONAL TELEVISION; ADULT FARMER EDUCATION; YOUNG FARMER EDUCATION; EDUCATIONAL OBJECTIVES; BIBLIOGRAPHIC CITATIONS; AUDIOVISUAL AIDS; INSTRUCTIONAL MATERIALS; CHARTS

ABSTRACT - Prepared for teachers of agriculture in planning and conducting adult and young farmer programs, this lesson on selective herbicides and control practices for lawns and turfs and tobacco is one in a series of educational television lesson guides on Agricultural Chemicals--Herbicides. Individually authored in cooperation with the State Department of Education and Virginia Polytechnic Institute and State University, these lessons contain suggested procedures to follow in the preparation and followup of the TV presentations. In addition, objectives, references, visual aids, and other materials are included. Related documents are available as VT 012 418-VT 012 423, also in this issue. (GB)

VT 012 422
Cockram, Gary L., Ed.
Agricultural Chemicals--Herbicides. Curriculum Materials for Agricultural Education. Lesson 5. Control Practices for Small Grains, Gardens, and Specialty Areas.

Virginia State Dept. of Education, Richmond. Agricultural Education Service.
MF AVAILABLE IN VT-ERIC SET.
Publication ETV 2-5
PUB DATE - 70 19p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *TEACHING GUIDES; *HERBICIDES; *AGRICULTURAL PRODUCTION; *FIELD CROPS; LESSON PLANS; EDUCATIONAL TELEVISION; ADULT FARMER EDUCATION; YOUNG FARMER EDUCATION; EDUCATIONAL OBJECTIVES; BIBLIOGRAPHIC CITATIONS; AUDIOVISUAL AIDS; INSTRUCTIONAL MATERIALS; CHARTS

ABSTRACT - Prepared for teachers of agriculture in planning and conducting adult and young farmer programs, this lesson on control practices for small grains, gardens, and specialty areas is one in a series of educational television lesson guides on Agricultural Chemicals--Herbicides. Individually authored in cooperation with the State Department of Education and Virginia Polytechnic Institute and State University, these lessons contain suggested procedures to follow in the preparation and followup of the TV presentations. In addition, objectives, references, visual aids, and other materials are included. Related documents are available as VT 012 418-VT 012 423, also in this issue. (GB)

VT 012 423
Cockram, Gary L., Ed.
Agricultural Chemicals--Herbicides. Curriculum Materials for Agricultural Education. Lesson 6. Safety-Legal Considerations and Control Practices for Weeds of Peanuts and Pastures.

Virginia Polytechnic Inst. and State Univ., Blacksburg.
Virginia State Dept. of Education, Richmond. Agricultural Education Service.
MF AVAILABLE IN VT-ERIC SET.
Publication ETV 2-6
PUB DATE - 70 27p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; LESSON PLANS; *TEACHING GUIDES; *HERBICIDES; *AGRICULTURAL PRODUCTION; FIELD CROPS; *SAFETY; EDUCATIONAL TELEVISION; ADULT FARMER EDUCATION; YOUNG FARMER EDUCATION; EDUCATIONAL OBJECTIVES; BIBLIOGRAPHIC CITATIONS; AUDIOVISUAL AIDS; INSTRUCTIONAL MATERIALS; CHARTS

ABSTRACT - Prepared for teachers of agriculture in planning and conducting adult and young farmer programs, this lesson on safety, legal considerations, and control practices for pastures and peanuts is one in a series of educational television lesson guides on Agricultural Chemicals--Herbicides. Individually authored in cooperation with the State Department of Education and Virginia Polytechnic Institute and State University, these lessons contain suggested procedures to follow in the preparation and followup of the TV presentations. In addition, objectives, references, visual aids, and other materials are included. Related documents are available as VT 012 418-VT 012 422, also in this issue. (GB)

VT 012 424
Cockram, Gary L., Ed.
Agricultural Chemicals--Pesticides. Curriculum Materials for Agricultural Education. Lesson 1. Need and Value of Pesticides.

Virginia Polytechnic Inst., Blacksburg.
Virginia State Dept. of Education, Richmond. Agricultural Education Service.
MF AVAILABLE IN VT-ERIC SET.
Publication ETV 1-1
PUB DATE - 69 25p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; LESSON PLANS; *TEACHING GUIDES; *HERBICIDES; *INSECTICIDES; *PESTICIDES; EDUCATIONAL TELEVISION; ADULT FARMER EDUCATION; YOUNG FARMER EDUCATION; EDUCATIONAL OBJECTIVES; BIBLIOGRAPHIC CITATIONS; AUDIOVISUAL AIDS; INSTRUCTIONAL MATERIALS; CHARTS

ABSTRACT - Prepared for teachers of agriculture in planning and conducting adult and young farmer programs, this lesson on the need and value of pesticides is one in a series of educational television lesson guides on Agricultural Chemicals--Pesticides. Individually authored in cooperation with the State Department of Education and Virginia Polytechnic Institute and State University, these lessons contain suggested procedures to follow in the preparation and followup of the TV presentations. In addition, objectives, references, visual aids, and other materials are included. Related documents are available as VT 012 425-VT 012 430, also in this issue. (GB)

VT 012 425
Cockram, Gary L., Ed.
Agricultural Chemicals--Pesticides. Curriculum Materials for Agricultural Education. Lesson 2. Development of Pesticides.

Virginia Polytechnic Inst., Blacksburg.
Virginia State Dept. of Education, Richmond. Agricultural Education Service.
MF AVAILABLE IN VT-ERIC SET.
Publication ETV 1-2
PUB DATE - 69 19p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; LESSON PLANS; *TEACHING GUIDES; HERBICIDES; INSECTICIDES; *PESTICIDES; *DEVELOPMENT; EDUCATIONAL TELEVISION; ADULT FARMER EDUCATION; EDUCATIONAL OBJECTIVES; BIBLIOGRAPHIC CITATIONS; AUDIOVISUAL AIDS; INSTRUCTIONAL MATERIALS; CHARTS; YOUNG FARMER EDUCATION

ABSTRACT - Prepared for teachers of agriculture in planning and conducting adult and young farmer programs, this lesson on the development of pesticides is one in a series of educational television lesson guides on Agricultural Chemicals--Pesticides.

Individually authored in cooperation with the State Department of Education and Virginia Polytechnic Institute and State University, these lessons contain suggested procedures to follow in the preparation and followup of the TV presentations. In addition, objectives, references, visual aids, and other materials are included. Related documents are available as VT 012 424-VT 012 430, also in this issue. (GB)

VT 012 426
Cockram, Gary L., Ed.
Agricultural Chemicals--Pesticides. Curriculum Materials for Agricultural Education. Lesson 3. Pesticide Regulations.

Virginia Polytechnic Inst., Blacksburg.
Virginia State Dept. of Education, Richmond. Agricultural Education Service.
MF AVAILABLE IN VT-ERIC SET.
Publication ETV 1-3
PUB DATE - 69 18p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; LESSON PLANS; *TEACHING GUIDES; *HERBICIDES; *INSECTICIDES; *PESTICIDES; *LEGISLATION; EDUCATIONAL TELEVISION; ADULT FARMER EDUCATION; EDUCATIONAL OBJECTIVES; BIBLIOGRAPHIC CITATIONS; AUDIOVISUAL AIDS; INSTRUCTIONAL MATERIALS; CHARTS; YOUNG FARMER EDUCATION

ABSTRACT - Prepared for teachers of agriculture in planning and conducting adult and young farmer programs, this document on pesticide regulations is one in a series of educational television lesson guides on Agricultural Chemicals--Pesticides. Individually authored in cooperation with the State Department of Education and Virginia Polytechnic Institute and State University, these lessons contain suggested procedures to follow in the preparation and followup of the TV presentations. In addition, objectives, references, visual aids, and other materials are included. Related documents are available as VT 012 424-VT 012 430, also in this issue. (GB)

VT 012 427
Cockram, Gary L., Ed.
Agricultural Chemicals--Pesticides. Curriculum Materials for Agricultural Education. Lesson 4. Identifying and Selecting Chemical Insecticides.

Virginia Polytechnic Inst., Blacksburg.
Virginia State Dept. of Education, Richmond. Agricultural Education Service.
MF AVAILABLE IN VT-ERIC SET.
Publication ETV 1-4
PUB DATE - 69 20p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; LESSON PLANS; *TEACHING GUIDES; *INSECTICIDES; PESTICIDES; *SELECTION; *IDENTIFICATION; ENTOMOLOGY; EDUCATIONAL TELEVISION; ADULT FARMER EDUCATION; YOUNG FARMER EDUCATION; EDUCATIONAL OBJECTIVES; BIBLIOGRAPHIC CITATIONS; AUDIOVISUAL AIDS; INSTRUCTIONAL MATERIALS; CHARTS

ABSTRACT - Prepared for teachers of agriculture in planning and conducting adult and young farmer programs, this lesson on identifying and selecting chemical insecticides is one in a series of educational television lesson guides on Agricultural Chemicals--Pesticides. Individually authored in cooperation with the State Department of Education and Virginia Polytechnic Institute and State University, these lessons contain suggested procedures to follow in the preparation and followup of the TV presentations. In addition, objectives, references, visual aids, and other materials are included. Related documents are available as VT 012 424-VT 012 430, also in this issue. (GB)

VT 012 428
Cockram, Gary L., Ed.
Agricultural Chemicals--Pesticides. Curriculum Materials for Agricultural Education. Lesson 5. Selecting Non-Chemical Methods of Insect Control.

Virginia Polytechnic Inst., Blacksburg.
Virginia State Dept. of Education, Richmond. Agricultural Education Service.
MF AVAILABLE IN VT-ERIC SET.
Publication ETV 1-5
PUB DATE - 69 18p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *TEACHING GUIDES; *INSECTICIDES; *ENTOMOLOGY; *SELECTION; LESSON PLANS; HERBICIDES; PESTICIDES; EDUCATIONAL TELEVISION; ADULT FARMER EDUCATION; YOUNG FARMER EDUCATION; EDUCATIONAL OBJECTIVES; BIBLIOGRAPHIC CITATIONS; AUDIOVISUAL AIDS; INSTRUCTIONAL MATERIALS; CHARTS

ABSTRACT - Prepared for teachers of agriculture in planning and conducting adult and young farmer programs, this lesson on selecting non-chemical methods of insect control is one in a series of educational television lesson guides on Agricultural Chemicals--Pesticides. Individually authored in cooperation with the State Department of Education and Virginia Polytechnic Institute and State University, these lessons contain suggested procedures to follow in the preparation and followup of the TV presentations. In addition, objectives, references, visual aids, and other materials are included. Related documents are available as VT 012 424-VT 012 430, also in this issue. (GB)

VT 012 429
Cockram, Gary L., Ed.
Agricultural Chemicals--Pesticides. Curriculum Materials for Agricultural Education. Lesson 6. Resistance of Insects to Insecticides.

Virginia Polytechnic Inst., Blacksburg.
Virginia State Dept. of Education, Richmond. Agricultural Education Service.
MF AVAILABLE IN VT-ERIC SET.
Publication ETV 1-6
PUB DATE - 69 14p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *TEACHING GUIDES; LESSON PLANS; HERBICIDES; *INSECTICIDES; *PESTICIDES; *ENTOMOLOGY; EDUCATIONAL TELEVISION; ADULT FARMER EDUCATION; YOUNG FARMER EDUCATION; EDUCATIONAL OBJECTIVES; BIBLIOGRAPHIC CITATIONS; AUDIOVISUAL AIDS; INSTRUCTIONAL MATERIALS; CHARTS

ABSTRACT - Prepared for teachers of agriculture in planning and conducting adult and young farmer programs, this lesson on resistance of insects to insecticides is one in a series of educational television lesson guides on Agricultural Chemicals--Pesticides. Individually authored in cooperation with the State Department of Education and Virginia Polytechnic Institute and State University, these lessons contain suggested procedures to follow in the preparation and followup of the TV presentations. In addition, objectives, references, visual aids, and other materials are included. Related documents are available as VT 012 424-VT 012 430, also in this issue. (GB)

VT 012 430
Cockram, Gary L., Ed.
Agricultural Chemicals--Pesticides. Curriculum Materials for Agricultural Education. Lesson 7. Control Practices for Insects.

Virginia Polytechnic Inst., Blacksburg.
Virginia State Dept. of Education, Richmond. Agricultural Education Service.
MF AVAILABLE IN VT-ERIC SET.
Publication ETV 1-7
PUB DATE - 69 22p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *TEACHING GUIDES; LESSON PLANS; HERBICIDES; *INSECTICIDES; *PESTICIDES; *ENTOMOLOGY; EDUCATIONAL TELEVISION; ADULT FARMER EDUCATION; YOUNG FARMER EDUCATION; EDUCATIONAL OBJECTIVES; BIBLIOGRAPHIC CITATIONS; AUDIOVISUAL AIDS; INSTRUCTIONAL MATERIALS; CHARTS

ABSTRACT - Prepared for teachers of agriculture in planning and conducting adult and young farmer programs, this lesson on control practices for insects is one in a series of educational television lesson guides on Agricultural Chemicals--Pesticides. Individually authored in cooperation with the State Department of Education and Virginia Polytechnic Institute and State University, these lessons contain suggested procedures to follow in the preparation and followup of the TV presentations. In addition, objectives, references, visual aids, and other materials are included. Related documents are available as VT 012 424-VT 012 429, also in this issue. (GB)

VT 012 477
Foster, Albert B.; Fox, Adrian C.
Teaching Soil and Water Conservation. A Classroom and Field Guide.

Soil Conservation Service (DOA), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
PA-341
PUB DATE - Aug70 32p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *CONSERVATION EDUCATION; SOIL CONSERVATION; *NATURAL RESOURCES; *TEACHING GUIDES; INSTRUCTIONAL MATERIALS; *ECOLOGY; WATER RESOURCES; FIELD INSTRUCTION; SOIL SCIENCE; ENVIRONMENTAL EDUCATION; FERTILIZERS

ABSTRACT - Designed to help teachers in soil and water conservation instruction, this publication gives some practical suggestions to help in carrying out activities and observations in the classroom and out-of-doors. Prepared by the Soil Conservation Service, the document presents 22 activities and projects which can be used or modified by the teacher. Each activity is presented in two parts: (1) a how-to-do-it part, and (2) an interpretation. The how-to-do-it part is written in a language and style for presentation to students. The interpretation is addressed to teachers to give readily available background information. Numerous illustrations and pictures are presented to assist in instruction. (GB)

VT 012 480
Urbanic, Charles E.
The Nursery Worker. Part I--Basic Plant and Soil Science.

Ohio State Univ., Columbus. Dept. of Agricultural Education.
Ohio State Dept. of Education, Columbus. Agricultural Education Service
DOCUMENT NOT AVAILABLE FROM EDRS.
AGDEX 954
Ohio Agricultural Education Curriculum Materials Service, The Ohio State University, 2120 Fyffe Road, Columbus, Ohio 43210 ($1.95).
PUB DATE - 71 158p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *ORNAMENTAL HORTICULTURE; STUDY GUIDES; NURSERIES (HORTICULTURE); *SUPPLEMENTARY TEXTBOOKS; PLANT GROWTH; PLANT IDENTIFICATION; *SOIL SCIENCE; *PLANT SCIENCE; TREES; PLANT PROPAGATION

ABSTRACT - Intended for beginning students in ornamental horticulture and in production agriculture, this individual student reference on basic plant and soil science provides student exercises for the practical application of principles, theories, and knowledge in Horticulture. Individually authored in cooperation with The Ohio State University Agricultural Education Department and the Ohio Agricultural Education Service, the study guide was developed with assistance from nurserymen, extension personnel, and other educators. Topics are: (1) Introduction to the Nursery Industry, (2) Soils, (3) Identification and Characteristics of Ornamental Plants, (4) Plant Growth, and (5) Plant Nutrients. Several references are presented in various sections of this reference as well as numerous illustrations. Companion documents in this issue are "Part II - Nursery Practices", available as VT 012 482, and "The Green House Worker", available as VT 010 647.

VT 012 482
Urbanic, Charles E.
The Nursery Worker. Part II--Nursery Practices.

Ohio State Univ., Columbus. Dept. of Agricultural Education.
Ohio State Dept. of Education, Columbus. Agricultural Education Service.
DOCUMENT NOT AVAILABLE FROM EDRS.
AGDEX 954
Ohio Agricultural Education Curriculum Materials Service, The Ohio State University, 2120 Fyffe Road, Columbus, Ohio 43210 ($1.95).
PUB DATE - 71 190p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *ORNAMENTAL HORTICULTURE; STUDY GUIDES; *SUPPLEMENTARY TEXTBOOKS; *NURSERIES (HORTICULTURE); PLANT SCIENCE; *PLANT PROPAGATION; PLANT GROWTH; DISEASE CONTROL; RECORDKEEPING; PESTICIDES; ENTOMOLOGY; MARKETING

ABSTRACT - Intended for beginning students in ornamental horticulture and in production agriculture, this individual student reference on nursery practices provides student exercises for the practical application of principles, theories, and knowledge in horticulture. Individually authored in cooperation with The Ohio State University Agricultural Education Department and the Ohio Agricultural Education Service, the study guide was developed with assistance from nurserymen, extension personnel, and other educators. Topics are: (1) Methods of Plant Propagation, (2) Nursery Field Practices, (3) Controlling Pests, (4) Marketing Nursery Stock, and (5) Keeping Records and Accounts. Several references are presented in various sections of this reference as well as numerous illustrations. Companion documents in this issue are "Part I - Basic Plant and Soil Science," available as VT 012 480, and "The Green House Worker," available as VT 010 647. (GB)

VT 012 490
A Guide for Planning Occupational Programs in Farm Production and Management.

New York State Education Dept., Albany. Bureau of Secondary Curriculum Development.

MF AVAILABLE IN VT-ERIC SET.
The Publications Distribution Unit, State Education Department, Albany, New York 12224 (single copies available).
PUB DATE - 70 47p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *CURRICULUM GUIDES; CURRICULUM PLANNING; VOCATIONAL AGRICULTURE; COURSE CONTENT; UNITS OF STUDY (SUBJECT FIELDS); COURSE ORGANIZATION; *FARM OCCUPATIONS; *FARM MANAGEMENT; *WORK EXPERIENCE PROGRAMS; FIELD EXPERIENCE PROGRAMS; INSTRUCTIONAL AIDS; BIBLIOGRAPHIC CITATIONS

ABSTRACT - This guide for planning and organizing occupational programs in farm production and management is intended to aid school administrators, directors of occupational education, instructors, and others in establishing and conducting such programs at the secondary level. Developed by the New York State Education Department with assistance of an advisory committee, the material in the guide is based upon the experience of schools offering the course for many years and the judgment of successful farmers and agricultural leaders. Chapters are: (1) Planning Programs in Farm Production and Management, (2) Developing the Course of Study, (3) Suggestions for Planning Facilities for Farm Production and Management Programs, (4) Suggestions for Selecting Needed Equipment and Supplies, and (5) Selecting Instructional Materials. Many references and instructional aids are listed in Chapter 5. (GB)

VT 012 501
Lee, Jasper S.
A Reference Unit on Vegetable Production.

Mississippi State Univ., State College. Dept. of Agricultural Education.
Mississippi State Board for Vocational Education, Jackson. Vocational Agriculture Div.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - May69 73p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *FIELD CROPS; *AGRICULTURAL PRODUCTION; *HORTICULTURE; *RESOURCE UNITS; PLANTING; HARVESTING; AGRONOMY; FERTILIZERS; WEEDS; INSECTICIDES; DISEASE CONTROL

ABSTRACT - To provide students and teachers with a comprehensive view of vegetable production, this reference unit was individually authored with assistance from teacher trainers, supervisors in vocational agriculture, and horticulture staff at Mississippi State University. Contents are: (1) Introduction, (2) Determining the Possibilities of Commercial Vegetable Production in Mississippi, (3) Determining the Kind of Vegetable to Produce, (4) Selecting the Variety of Vegetable to Produce, (5) Securing Good Seed, (6) Selecting Suitable Soil, (7) Planting, (8) Tilling, (9) Fertilizing, (10) Controlling Weeds, (11) Controlling Insects, (12) Controlling Diseases, (13) Irrigating, (14) Mulching, (15) Rotating, (16) Producing Vegetables, and (17) Harvesting and Post-Harvest Management. A bibliography is appended. (GB)

VT 012 512
Ingvalson, Brian
Tractor Hydraulics. Student Workbook for Vocational Agriculture.

Minnesota Univ., St. Paul.
Minnesota Research Coordinating Unit in Occupational Education, Minneapolis
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 27p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *VOCATIONAL AGRICULTURE; *WORKBOOKS; *HYDRAULICS; *TRACTORS; AGRICULTURAL MACHINERY; AGRICULTURAL ENGINEERING; HIGH SCHOOL STUDENTS

ABSTRACT - To provide a better understanding of the how and why of hydraulic principles, this student workbook for high school vocational agriculture classes includes eight lessons that follow the "Tractor Hydraulics" book by the American Association for Vocational Instructional Materials. Lessons, developed by a vocational agriculture instructor, are: (1) Introduction to Hydraulics and Hydraulic Theory, (2) Hydraulic Pumps, (3) Hydraulic Control Valves, (4) Hydraulic Cylinders, (5) Hydraulic Seals, Packing, Lines, Fittings, and Accessories, (6) Internal Hydraulic Design Problems, (7) Hydraulic Control Systems, and (8) Hydraulic System Maintenance and Trouble Shooting. A related document available in this issue is VT 012 513. (GB)

VT 012 513
Ingvalson, Brian
Resource Unit, Tractor Hydraulics for Vocational Agriculture.

Minnesota Univ., St. Paul.
Minnesota Research Coordinating Unit in Occupational Education, Minneapolis.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 17p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *VOCATIONAL AGRICULTURE; *RESOURCE UNITS; *HYDRAULICS; *TRACTORS; EDUCATIONAL OBJECTIVES; INSTRUCTIONAL AIDS; BIBLIOGRAPHIC CITATIONS; AGRICULTURAL MACHINERY; AGRICULTURAL ENGINEERING; UNITS OF STUDY (SUBJECT FIELDS); RESOURCE GUIDES

ABSTRACT - This resource unit on tractor hydraulics for vocational agriculture was prepared by a vocational agriculture instructor in cooperation with the Minnesota Research Coordinating Unit and staff members at the University of Minnesota. The topics are: (1) Introduction, (2) Suggestions to the Instructor, (3) Unit Objectives, (4) References and Visual Aids, and (5) Answers to Lessons in the student workbook. Slides, films, and charts can be obtained to introduce the topic, explain basic principles, and depict applications of fluid power. "Tractor Hydraulics" by the American Association for Vocational Instructional Materials is a required text, and a student workbook for use with this unit is available in this issue as VT 012 512. (GB)

VT 012 546
Beeman, Carl E.; Caldwell, Robert E.
Basic Principles of Soil Science. A Reference Unit for Teaching Basic Principles of Soil Science in Vocational Agriculture in Florida.

Florida Univ., Gainesville. Agricultural and Extension Education Section.
Florida State Dept. of Education, Tallahassee. Agricultural Education Section
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 66p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *SUPPLEMENTARY TEXTBOOKS; *VOCATIONAL AGRICULTURE; *SOIL SCIENCE; AGRONOMY; FERTILIZERS; LAND USE; SOIL CONSERVATION; AGRICULTURE

ABSTRACT - Intended for use in teaching basic principles of soil science in vocational agriculture, this reference unit was prepared by staff members of the University of Florida. Contents are: (1) The Nature and Importance of the Soil, (2) Soil Classification and Identification, (3) Development (Formation) of Soils, (4) Soil Components and Fertility Relationships, (5) Soil Productivity, (6) Soil pH, (7) Plant Nutrients in the Soil, (8) Commercial Fertilizers, (9) Principles of Soil Erosion, and (10) Principles of Agricultural Drainage. Teachers are urged to supplement this reference with additional basic principles and instructional aids. (GB)

VT 012 582
Curriculum Guide for Constructing Courses in Vocational Agriculture for Florida Schools.

Florida Univ., Gainesville. Dept. of Agricultural and Extension Education.
Florida State Dept. of Education, Tallahassee. Div. of Vocational, Technical, and Adult Education.
MF AVAILABLE IN VT-ERIC SET.
Agriculture and Extension Education Dept., 186 Norman Hall, University of Florida, Gainesville, Florida 32601 (single copies to head state supervisors only).
PUB DATE - Jul66 170p.

DESCRIPTORS - *STATE CURRICULUM GUIDES; *AGRICULTURAL EDUCATION; *PROGRAM PLANNING; SECONDARY GRADES; BIBLIOGRAPHIC CITATIONS; *COURSE CONTENT; ANIMAL SCIENCE; PLANT SCIENCE; SOIL SCIENCE; AGRICULTURAL ENGINEERING; LEADERSHIP; OCCUPATIONAL CLUSTERS; *VOCATIONAL AGRICULTURE

ABSTRACT - This curriculum guide for constructing courses in vocational agriculture was developed by a group of Florida teachers of vocational agriculture working with Agricultural and Extension Education Department of the University of Florida and the Florida State Department of Education. The curriculum content is divided into Agriculture I and II and Advanced Agriculture. Contents for Agriculture I and II are: (1) Orientation to Agriculture, (2) Agricultural Management, (3) Animal Science, (4) Plant Science, (5) Soil Science, (6) Agricultural Mechanics, and (7) Leadership. Contents for Advanced Agriculture include: (1) Individual modules for all students, (2) Individual modules for Advanced Agriculture, and (3) Occupational Clusters and Supporting Modules. Also included are program objectives, course objectives, references by units, and a possible teaching calendar. (GB)

VT 012 588
Selland, Larry
Introduction to Agri-Business Management. Resource Unit for Use in Teaching on Agri-Business Option in Vocational Agriculture.

North Dakota State Univ., Fargo.
North Dakota Office of the State Supervisors of Vocational Agriculture, Bismarck.
MF AVAILABLE IN VT-ERIC SET.
North Dakota Vocational Agriculture Association, Morrill Hall, North Dakota State University, Fargo, North Dakota 58102 ($4.50).
PUB DATE - Aug69 76p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *VOCATIONAL AGRICULTURE; *RESOURCE UNITS; AGRICULTURE; BUSINESS; FARM MANAGEMENT; *AGRICULTURAL OCCUPATIONS; BIBLIOGRAPHIC CITATIONS

ABSTRACT - This resource unit for teaching agri-business in vocational agriculture was individually authored through the North Dakota State University Agricultural Education Department. Units are: (1) Economic Factors Necessary for Successful Farm and Agri-Business, (2) How Businesses are Organized, (3) The Use of Credit for Production and Marketing, (4) Insurance for the Family and Business, (5) Legal Problems of a Farm Business, (6) Social Security and the Farm Business, (7) Federal and State Income Tax, (8) The Agricultural Business World of Work, (9) Preparing for Employment in Agriculture Business, and (10) Human Relations in Agriculture Business Occupations. The job units are in outline form with guide questions, references, and class activities. A bibliography is appended. (GB)

VT 012 589
VandeWalle, Virgil
An Introduction to Farm Management Principles. Resource Unit for Use in Teaching Vocational Agriculture IV.

North Dakota State Univ., Fargo. Vocational Agriculture Association.
North Dakota Office of the State Supervisors of Vocational Agriculture, Bismarck.
MF AVAILABLE IN VT-ERIC SET.
North Dakota Vocational Agriculture Association, Morrill Hall, North Dakota State University, Fargo, North Dakota 58102 ($6.50).
PUB DATE - Jan70 129p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *VOCATIONAL AGRICULTURE; *FARM MANAGEMENT; *RESOURCE UNITS; SECONDARY GRADES; BIBLIOGRAPHIC CITATIONS; EDUCATIONAL OBJECTIVES; INSTRUCTIONAL MATERIALS; *UNIT PLAN

ABSTRACT - This resource unit for use in teaching farm management in vocational agriculture was individually authored in cooperation with the North Dakota State University Agricultural Education Department. Included are 16 job units dealing with the various phases of farm management. The job units are in outline form including objectives, guide questions, references, teaching activities, and related information. A bibliography is appended. (GB)

VT 012 594
Siegfried, Larry R.
Source Unit in Forging.

Colorado State Univ., Ft. Collins. Agricultural Education Section.
Colorado State Board for Community Colleges and Occupational Education, Denver
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 35p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *VOCATIONAL AGRICULTURE; *TEACHING GUIDES; UNITS OF STUDY (SUBJECT FIELDS); *AGRICULTURAL ENGINEERING; *WELDING; BIBLIOGRAPHIC CITATIONS; METALS; INSTRUCTIONAL MATERIALS

ABSTRACT - To help teachers of vocational agriculture analyze the area of forging and to organize lesson units for instruction, this unit was individually authored in cooperation with the Colorado State University Department of Vocational Education. Contents are: (1) Getting acquainted with forge work, (2) Identifying different types of steel with the spark test, (3) Getting acquainted with equipment and tools, (4) Lighting and adjusting a gas forge, (5) Getting acquainted with different methods of hand forging, (6) Getting acquainted with various methods of heat treating steel, (7) Hardening steel, (8) Tempering steel, (9) Annealing steel, (10) Normalizing steel, and

(11) Case hardening steel. Each section contains objectives and suggestions for teaching. A bibliography is appended. (GB)

VT 012 595
Preston, Ronald L.
Source Unit in Concrete Work.

Colorado State Univ., Ft. Collins. Agricultural Education Section.
Colorado State Board for Community Colleges and Occupational Education, Denver
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 54p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *VOCATIONAL AGRICULTURE; *TEACHING GUIDES; UNITS OF STUDY (SUBJECT FIELDS); *PRESTRESSED CONCRETE; BUILDING MATERIALS; MASONRY; BIBLIOGRAPHIC CITATIONS; *AGRICULTURAL ENGINEERING; INSTRUCTIONAL MATERIALS

ABSTRACT - This unit was individually authored in cooperation with the Colorado State University Department of Vocational Education to aid teachers of vocational agriculture in analyzing and organizing the area of concrete. Units are: (1) Understanding the Use and Composition of Concrete, (2) Selecting Materials and Products, (3) Estimating Quantities of Materials Required for a Job, (4) Mixing Concrete, (5) Placing and Pouring Concrete, (6) Finishing Concrete Surfaces, (7) Curing Concrete, (8) Reinforcing Concrete, (9) Drilling Holes in Concrete, (10) Building and Preparing Wood Forms, (11) Testing Aggregate for Impurities, (12) Embedding Bolts in Concrete, (13) Laying Concrete Blocks, and (14) Special Processes and Precautions. Job objectives, teaching suggestions, and follow-up suggestions are included. (GB)

VT 012 596
Ball, Tom
Source Unit in Hot and Cold Metal Work.

Colorado State Univ., Ft. Collins. Agricultural Education Section.
Colorado State Board for Community Colleges and Occupational Education, Denver
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 37p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *VOCATIONAL AGRICULTURE; *TEACHING GUIDES; *AGRICULTURAL ENGINEERING; UNITS OF STUDY (SUBJECT FIELDS); *METALS; MACHINE TOOLS; INSTRUCTIONAL MATERIALS; HAND TOOLS

ABSTRACT - This unit was individually authored in cooperation with the Colorado State University Department of Vocational Education to help teachers of vocational agriculture analyze the area of hot and cold metal work and to organize lesson units for instruction. Units are: (1) Lighting and adjusting a gas forge, (2) Bending metal, (3) Tempering metal, (4) Hardening metals, (5) Annealing metals, (6) Identifying metals, (7) Riveting, (8) Threading round stock, (9) Cutting with a hack saw, (10) Drilling holes, (11) Tapping a hold, and (12) Cutting with a cold chisel. Each unit contains objectives, steps, procedures, safety, and keypoints. (GB)

VT 012 597
Ball, Tom
Source Unit in Tool Fitting.

Colorado State Univ., Ft. Collins. Agricultural Education Section.
Colorado State Board for Community Colleges and Occupational Education, Denver
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 28p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *TEACHING GUIDES; UNITS OF STUDY (SUBJECT FIELDS); *VOCATIONAL AGRICULTURE; *AGRICULTURAL ENGINEERING; *HAND TOOLS; MACHINE TOOLS; METALS; INSTRUCTIONAL MATERIALS

ABSTRACT - This unit was individually authored in cooperation with the Colorado State University Department of Vocational Education to help teachers of vocational agriculture analyze the area of tool fitting and to organize instruction. Units are: (1) Truing Grinding Wheels, (2) Sharpening Cold Chisels, (3) Sharpening Wood Chisels and Plane Blades, (4) Sharpening Wood Auger Bits, (5) Sharpening Screwdrivers, (6) Sharpening Twist Drills, (7) Sharpening Shovels and Hoes, (8) Sharpening Axes, Hatchets, and Picks, (9) Fitting a Hammer Handle, and (10) Fitting Handles in Hoes, Rakes, Shovels, and Forks. Included are objectives, teaching suggestions, follow-up suggestions, safety, and key points. (GB)

VT 012 598
Ball, Tom
Source Unit in Oxy-Acetylene Welding.

Colorado State Univ., Ft. Collins. Agricultural Education Section.
Colorado State Board for Community Colleges and Occupational Education, Denver
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 59p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *TEACHING GUIDES; UNITS OF STUDY (SUBJECT FIELDS); *AGRICULTURAL ENGINEERING; *VOCATIONAL AGRICULTURE; *WELDING; INSTRUCTIONAL MATERIALS; ILLUSTRATIONS; METALS

ABSTRACT - This unit was individually authored in cooperation with the Colorado State University Department of Vocational Education to help teachers of vocational agriculture analyze the area of oxy-acetylene welding and to organize lesson units for instruction. Topics are: (1) Setting up equipment and lighting the torch, (2) Shutting off equipment, (3) Recognizing types of flame, (4) Cleaning tips, (5) Changing cylinders, (6) Running various beads, (7) Making various welds, (8) Brazing, (9) Cutting, and (10) Hard surfacing. Included are objectives, teaching suggestions, preparation activities, and follow-up activities. (GB)

VT 012 599
Ball, Tom
Source Unit in Arc Welding.

Colorado State Univ., Ft. Collins. Agricultural Education Section.
Colorado State Board for Community Colleges and Occupational Education, Denver
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 63p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *TEACHING GUIDES; UNITS OF STUDY (SUBJECT FIELDS); *VOCATIONAL AGRICULTURE; *WELDING; *AGRICULTURAL ENGINEERING; ILLUSTRATIONS; METALS; INSTRUCTIONAL MATERIALS

ABSTRACT - This unit was individually authored in cooperation with the Colorado State University Department of Vocational Education to help teachers of vocational agriculture analyze the area of arc welding and to organize instruction. Topics are: (1) Selecting a welder and accessories, (2) Selecting electrodes, (3) Striking an arc, (4) Running various beads, (5) Controlling distortion, (6) Making various welds, (7) Brazing with the carbon arc torch, (8) Welding cast iron, (9) Hard surfacing, and (10) Cutting with mild steel electrodes. Included are objectives, teaching suggestions, procedures, and tips on safety and key points. (GB)

VT 012 600
Bitting, Donald A.
Source Unit in Establishing and Maintaining Lawns and Turf.

Colorado State Univ., Ft. Collins. Agricultural Education Div.
Colorado State Board for Community Colleges and Occupational Education, Denver
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 42p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *TEACHING GUIDES; UNITS OF STUDY (SUBJECT FIELDS); *VOCATIONAL AGRICULTURE; *ORNAMENTAL HORTICULTURE; *TURF MANAGEMENT; PLANTING; BIBLIOGRAPHIC CITATIONS; INSTRUCTIONAL MATERIALS

ABSTRACT - To help vocational agriculture and horticulture teachers analyze the area of establishing and maintaining lawns and turf and to organize for instruction, this unit was individually authored in cooperation with the Colorado State University Department of Vocational Education. Contents are: (1) Determining the importance of lawns and turf, (2) Becoming familiar with common terms used in establishing and maintaining lawns and turf, (3) Planning the lawn site, (4) Roughgrading and draining the lawn site, (5) Lawn seed bed preparation, (6) Selection of grass seed, (7) Determining the time for seeding lawns, (8) Seeding and mulching new lawns, (9) Irrigating new lawns, (10) Lawn maintenance activities, (11) Weed control in lawns, (12) Control of insects and pests, (13) Recognizing and controlling diseases, and (14) Renovating established lawns. Included are objectives, teaching suggestions, study guides and references. (GB)

VT 012 601
Reynolds, Eldon R., Comp.
Miscellaneous Farm and Ranch Budget Figures.

Colorado State Univ., Ft. Collins. Agricultural Education Div.
Colorado State Board for Community Colleges and Occupational Education, Denver
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 25p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *RESOURCE UNITS; *FARM MANAGEMENT; FARM ACCOUNTS; AGRICULTURE; AGRICULTURAL PRODUCTION; *COSTS; AGRICULTURAL MACHINERY; LIVESTOCK; LABOR; *BUDGETING

ABSTRACT - To provide vocational agriculture teachers with up-dated costs of production for budgeting purposes, this document was individually authored in cooperation with the Colorado State University Department of Vocational Education. Contents include: (1) Crop Production Costs, (2) Livestock Production Costs, (3) Farm Machinery Costs, and (4) Labor Costs. Numerous tables present the data. (Not recommended for hard copy reproduction due to marginal legibility of original.) (GB)

VT 012 606
South Carolina Vocational Agriculture Record Book. Teacher's Guide.

Clemson Univ., S.C. Vocational Education Media Center.
South Carolina State Dept. of Education, Columbia. Office of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Vocational Education Media Center, Clemson University, Clemson, S. C. 29631 ($1.00).
PUB DATE - 70 41p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *VOCATIONAL AGRICULTURE; *RECORDKEEPING; *TEACHING GUIDES; RECORDS (FORMS); *WORKBOOKS; FARM MANAGEMENT; SECONDARY GRADES; SUPERVISED FARM PRACTICE

ABSTRACT - Intended for vocational agriculture classes as a teacher's guide, this student record book is designed to furnish a record of the student's supervised farming program on a calendar year basis or to be used as a record in farm placement. Instructions appear at the top of the pages to guide students in recordkeeping. The recordbook was developed by a teacher committee for use in secondary schools and area vocational centers. Related documents in this issue are VT 012 607 "Keeping Agriculture Records," and VT 012 608 "Keeping Agriculture Records-Transparencies." (GB)

VT 012 607
Keeping Agricultural Records. A Unit of Instruction for Agriculture Teachers in South Carolina.

Clemson Univ., S.C. Vocational Education Media Center.
South Carolina State Board of Education, Columbia. Vocational Agricultural Section
MF AVAILABLE IN VT-ERIC SET.
Vocational Education Media Center, Clemson University, Clemson, S.C. 29631 ($1.00).
PUB DATE - 70 44p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *VOCATIONAL AGRICULTURE; *RECORDKEEPING; *INSTRUCTIONAL MATERIALS; *UNITS OF STUDY (SUBJECT FIELDS); GRADE 9; COURSE CONTENT; FARM MANAGEMENT

ABSTRACT - Intended for first year vocational agriculture students, this instructional unit includes the basic elements of keeping and using records in agriculture or in any type business. Developed by the South Carolina Department of Education in cooperation with Clemson University, this unit consists of six lessons which should provide instruction for 3 to 4 weeks. Each lesson consists of: (1) subject or problem, (2) objective, (3) analysis, (4) content, and (5) class activities. The class activities part of the lesson consists of a few suggestions for providing learning experiences for students. Related documents in this issue are available as VT 012 606 and VT 012 608. (GB)

VT 012 608
Keeping Agricultural Records (Transparencies).

Clemson Univ., S.C. Vocational Education Media Center.
South Carolina State Dept. of Education, Columbia. Office of Vocational Education

DOCUMENT NOT AVAILABLE FROM EDRS.
Vocational Education Media Center, Clemson University, Clemson, S.C. 29631 (set of transparencies, $3.00).
PUB DATE - 70 39p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *VOCATIONAL AGRICULTURE; *RECORDKEEPING; *TRANSPARENCIES; *FARM MANAGEMENT

ABSTRACT - This document consists of 37 transparencies which are intended for use with the unit of instruction titled "Keeping Agricultural Records" (VT 012 607). Related documents available in this issue are VT 012 606 and VT 012 607. (GB)

VT 012 624
Instructional Materials for Vocational Agriculture II.

Texas A and M Univ., College Station. Dept. of Agricultural Education Teaching Materials Center.
MF AVAILABLE IN VT-ERIC SET.
Agricultural Education Teaching Materials Center, Texas Agricultural and Mechanical University, College Station, Texas 77843.
PUB DATE - ND 592p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *VOCATIONAL AGRICULTURE; INSTRUCTIONAL MATERIALS; *TEACHING GUIDES; *TRANSPARENCIES; ANIMAL SCIENCE; PLANT SCIENCE; AGRICULTURAL ENGINEERING; SECONDARY GRADES; SOIL SCIENCE

ABSTRACT - Using the "Basic Curriculum Guide for Production Agriculture" as an outline, these instructional materials for vocational agriculture II were developed by vocational agriculture teachers working at the Agricultural Education Teaching Materials Center of Texas A and M University. Areas are: (1) Animal Science, (2) Soil Science, (3) Plant Science, and (4) Agricultural Mechanics. References are listed in many of the topics for student and teacher use. The illustrations or transparency masters may be used to prepare transparencies or student copies of illustrations. However, some 200 color transparencies are available by subject matter areas from the Teaching Materials Center at a cost of 20¢ per color transparency. Bibliographies are appended. A related document previously processed is available as VT 010 459 (AIM Spring 1971). (GB)

VT 012 645
Landscaping the Home and School Grounds.

Clemson Univ., S.C. Vocational Education Media Center.
South Carolina State Dept. of Education, Columbia. Office of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Vocational Education Media Center, Clemson University, Clemson, South Carolina 29631 ($1.25)
PUB DATE - 70 88p.

DESCRIPTORS - *CURRICULUM GUIDES; *REFERENCE MATERIALS; *VOCATIONAL AGRICULTURE; *LANDSCAPING; *ORNAMENTAL HORTICULTURE; GROUNDS KEEPERS; PLANT SCIENCE; SECONDARY GRADES; AGRICULTURAL EDUCATION

ABSTRACT - Prepared by agriculture teachers and Vocational Education Media Center personnel, this guide is for teacher and student use in high school or vocational education center horticulture classes studying landscaping. Contents consist of five sections, covering: (1) Planning for Landscape Improvement, (2) Plant Propagation, (3) Establishing Shrubs, (4) Maintaining Shrubs, and (5) Establishment and Maintenance of Lawns. The guide is illustrated with numerous drawings, photographs, figures, and tables. Selected references are also included. A set of transparencies for use with this guide is available as VT 012 646 (also in this issue). (AW)

VT 012 646
Landscaping the Home and School Grounds (Transparencies).

Clemson Univ., S.C. Vocational Education Media Center.
South Carolina State Dept. of Education, Columbia. Office of Vocational Education
DOCUMENT NOT AVAILABLE FROM EDRS.
Vocational Education Media Center, Clemson University, Clemson, South Carolina 29631 ($5.00 per set of transparencies).
PUB DATE - 70 43p.

DESCRIPTORS - *TRANSPARENCIES; *VOCATIONAL AGRICULTURE; *INSTRUCTIONAL AIDS;

*LANDSCAPING; PLANT SCIENCE; *AGRICULTURAL PRODUCTION; ORNAMENTAL HORTICULTURE; SECONDARY GRADES; GROUNDS KEEPERS; AGRICULTURAL EDUCATION

ABSTRACT - Instructional aids produced from these 40 transparency masters may be used for teaching or student reference in high school or area vocational center classes studying production agriculture and landscaping. Transparencies include: (1) homestead maps, (2) sketches before and after landscaping, (3) various types of planting, (4) rock gardens, (5) several landscape plans, with overlays, (6) types of layering, (7) grafts, (8) cold frames, (9) various types of hot beds, (10) steps in planting shrubs, (11) pruning, (12) fertilizing, (13) lawn grading, (14) subsoil placement, and (15) sowing grass seed. The masters are intended for use with the publication of the same title, available as VT 012 645 (also in this issue). (AW)

VT 012 672
New York F.F.A. Leadership Training Manual.

New York State Education Dept., Albany. Bureau of Secondary Curriculum Development.
MF AVAILABLE IN VT-ERIC SET.
The Publications Distribution Unit, State Education Department, Albany, New York 12224 (single copies, $1.00).
PUB DATE - 68 153p.

DESCRIPTORS - *LEADERSHIP TRAINING; *MANUALS; *VOCATIONAL AGRICULTURE; SECONDARY SCHOOLS; SUPPLEMENTARY READING MATERIALS
IDENTIFIERS - *FUTURE FARMERS OF AMERICA; FFA; NEW YORK

ABSTRACT - This leadership training manual is designed to supplement the official manual of the Future Farmers of America (FFA) in providing FFA members with information to assist in planning and implementing an effective FFA program. Based on the experiences of the New York FFA chapters, the manual includes five sections: (1) The State Association, (2) The Local Chapter, (3) Group FFA Activities, (4) Oswegatchie Camp, and (5) Contests and Awards. Copies of various forms and application blanks are appended. (BH)

VT 012 736
Lee, Jasper S.
Catfish Farming; A Reference Unit.

Mississippi State Univ., State College. Curriculum Coordinating Unit for Vocational-Technical Education.
Mississippi State Dept. of Education, Jackson. Div. of Vocational and Technical Education.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 112p.

DESCRIPTORS - *RESOURCE MATERIALS; *REFERENCE MATERIALS; *VOCATIONAL AGRICULTURE; AGRICULTURAL EDUCATION; *AGRICULTURAL PRODUCTION; *AGRICULTURAL OCCUPATIONS; SECONDARY GRADES
IDENTIFIERS - *CATFISH FARMING

ABSTRACT - This reference is designed primarily to assist vocational agriculture teachers in presenting a unit on catfish farming as an agricultural occupation. Written so that a knowledge of fishery biology will not be required in order to understand the Terminology, the unit provides general information on catfish farming and covers 11 specific aspects of the catfish farming industry, including: (1) Determining the Possibilities of Catfish Farming, (2) Constructing Ponds and Other Water Facilities, (3) Producing Fingerlings, (4) Growing Food Catfish, (5) Feeding Food Fish, (6) Managing the Water, (7) Controlling Diseases and Parasites, (8) Controlling Predators, Trash Fish, and Other Pests, (9) Harvesting and Hauling, (10) Marketing, and (11) Processing. The publication is illustrated with numerous photographs and drawings, and a selected bibliography of related material is provided. (AW)

VT 012 812 ED 048 493
A Description and Source Listing of Curriculum Materials in Agricultural Education, 1970-1971.

American Vocational Association, Washington, D.C. Curriculum Materials Committee.
EDRS PRICE MF-$0.65 HC-$3.29
Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801.
PUB DATE - ND 34p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *ANNOTATED BIBLIOGRAPHIES; *INSTRUCTIONAL MATERIALS; *INFORMATION SOURCES; *RESOURCE MATERIALS; AGRICULTURAL ENGINEERING; ANIMAL SCIENCE; AGRONOMY; FIELD CROPS; HORTICULTURE; FORESTRY; AGRICULTURAL OCCUPATIONS; PESTICIDES; SOIL SCIENCE; DISEASES; FARM MANAGEMENT

ABSTRACT - To provide teachers of vocational agriculture, agricultural supervisors, and agricultural teacher educators with information on current curriculum materials available to them, this annotated bibliography presents 207 references classified according to the AGDEX filing system. Topics are: (1) Field Crops, (2) Horticulture, (3) Forestry, (4) Animal Science, (5) Soils, (6) Diseases and Pests, (7) Agricultural Engineering, (8) Agricultural Economics, (9) Agricultural Occupations, and (10) Professional. The availability and price of each reference are specified in the annotation. Materials collected during 1969-70 are available in ED 038 507. (GB)

# BUSINESS AND
# OFFICE EDUCATION
# SECTION

VT 005 992
Shorthand for Business Education Departments in Pennsylvania's Public Schools.

Pennsylvania State Dept. of Public Instruction, Harrisburg.
MF AVAILABLE IN VT-ERIC SET.
Bull-277
PUB DATE - 68 100p.

DESCRIPTORS - *BUSINESS EDUCATION; *STENOGRAPHY; *OFFICE OCCUPATIONS EDUCATION; *CURRICULUM GUIDES; SECONDARY EDUCATION; *TEACHING METHODS; STUDENT EVALUATION; EDUCATIONAL FACILITIES; RESOURCE MATERIALS; GUIDANCE

ABSTRACT - Developed by Pennsylvania business educators to meet the need for a shorthand curriculum guide, this bulletin serves several purposes. One such purpose is to suggest methods in which shorthand may be presented to develop the greatest level of student achievement. Included in the bulletin are seven chapters on (1) Shorthand in the High School Curriculum, (2) Comparative Shorthand Systems and Their Applications, (3) Guidance, (4) Teaching Shorthand, (5) Teaching Transcription, (6) Evaluative Techniques and Grading, and (7) Shorthand Facilities. Also included in the bulletin are appendixes on the standard word, secretarial organizations, and instructional aids. (Author/JS)

VT 006 392
Hornburg, H.W.
A Guide for the High School Coordinating Teacher in Developing a Cooperative Office Education Program.

Wisconsin Univ., Madison.
Wisconsin State Dept. of Public Instruction, Madison. Div. of Instructional Services
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 75p.

DESCRIPTORS - *BUSINESS EDUCATION; *TEACHING GUIDES; *COOPERATIVE EDUCATION; RESOURCE MATERIALS; *PROGRAM DEVELOPMENT; PROGRAM PLANNING; PROGRAM EVALUATION; OFFICE OCCUPATIONS EDUCATION; *INSTRUCTOR COORDINATORS

ABSTRACT - Prepared by a high school teacher, this coordinator's guide is intended to assist teachers and administrators in developing cooperative office education programs. Data in the guide is divided into three sections on program development, program operation, and program evaluation. Specific data can be found on: (1) selecting students and work station, (2) developing a training plan, (3) conducting follow-up studies, and (4) evaluating the program. Also included in this guide are a glossary and sample forms useful in coordinating an office education program. (JS)

VT 011 838 ED 047 084
Eshelby, Don
Bibliography of Business and Office Education Documents as Listed in Abstracts of Instructional Materials in Vocational and Technical Education (AIM) Fall 1967 to Fall 1969.

North Dakota Univ., Grand Forks. Vocational Education Research Information Center.
EDRS PRICE MF-$0.65 HC-$3.29
PUB DATE - ND 22p.

DESCRIPTORS - *BUSINESS EDUCATION; *BIBLIOGRAPHIES; *RESOURCE MATERIALS; *INSTRUCTIONAL MATERIALS; *EDUCATIONAL RESEARCH; CURRICULUM PLANNING; PROGRAM PLANNING; PROGRAM DEVELOPMENT

ABSTRACT - This bibliography presents approximately 125 citations pertaining to business and office education which were drawn from "Abstracts of Instructional Materials" (AIM), Fall 1967 to Fall 1969. AIM is the quarterly publication of The Ohio State University which announces the availability of instructional materials acquired and processed by the Educational Resources Information Center (ERIC) Clearinghouse on Vocational and Technical Education. Arranged in numerical order by accession number, the entries in the bibliography include author, title, date, number of pages, availability information, and the issue of AIM in which a brief abstract appears. Business educators should find this bibliography helpful in planning, developing, and improving programs of instruction. (JS)

VT 012 128 **ED 048 448**
Terminal Performance Objectives for Selected Programs in Business Education, Distributive Education, Work Experience Education, and Career Guidance.

San Mateo Union High School District, Calif. Educational Services Center.
EDRS PRICE MF-$0.65 HC-$3.29
PUB DATE - Sep70 81p.

DESCRIPTORS - *BUSINESS EDUCATION; DISTRIBUTIVE EDUCATION; RESOURCE MATERIALS; CURRICULUM DEVELOPMENT; *INDIVIDUALIZED INSTRUCTION; *EDUCATIONAL OBJECTIVES; INSTRUCTIONAL MATERIALS; OCCUPATIONAL GUIDANCE; WORK EXPERIENCE PROGRAMS; PROGRAM DEVELOPMENT; *CURRICULUM GUIDES; *BEHAVIORAL OBJECTIVES

ABSTRACT - San Mateo Union High School District staff members participated in a workshop for the purpose of identifying the minimum Terminal Performance Objectives for selected programs. The objectives were written in detail to indicate (1) the student performance expected, (2) the conditions under which the student will perform, and (3) the extent to which the student will perform. Performance objectives are included for courses in (1) Accounting I, II, III, and IV, (2) Office Machines and Office Procedures, (3) Distributive Education Programs, (4) Work Experience Programs, and (5) Career Guidance. These objectives are intended to be the first step toward individualizing the above instructional programs. Additional work remains to be completed in the areas of testing, evaluation and revision of objectives, and in the construction of learning activities. (Author/JS)

VT 012 135 **ED 048 449**
Terminal Performance Objectives for a Phased Shorthand Program in Business Education.

San Mateo Union High School District, Calif. Educational Services Center.
EDRS PRICE MF-$0.65 HC-$6.58
PUB DATE - Aug70 139p.

DESCRIPTORS - *BUSINESS EDUCATION; *STENOGRAPHY; OFFICE OCCUPATIONS EDUCATION; EDUCATIONAL OBJECTIVES; COURSE CONTENT; *INDIVIDUALIZED INSTRUCTION; ENTRY WORKERS; STUDENT EVALUATION; PROGRAM DESIGN; *CURRICULUM GUIDES; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; *BEHAVIORAL OBJECTIVES

ABSTRACT - This Phased Shorthand Program is designed to allow each student to move as rapidly toward achieving the goal of vocational competence as his motivation, ability, and time permit. Successful completion of the program is based upon the student's ability to meet the minimum Terminal Performance Objectives. Students completing this program are certified by the San Mateo Union High School District as having attained at least the entry level requirements for employment in stenographic, secretarial, and related occupations. Included in the four phases of this program are suggestions concerning (1) grade placement, (2) prerequisites, (3) rationale, (4) general objectives, (5) instructional content, (6) evaluation, and the related terminal performance objectives. Since the program is intended to be a performance based curriculum, the student may complete the four phases in a short period of time or extend them over several semesters, depending on his skill achievement. This document is a revision of ED 043 727. (JS)

VT 012 547 ED 047 145
Bahr, Gladys, Ed.
Two Decades of Partnership in Economic Education.

National Business Education Association, Washington, D.C.
Joint Council on Economic Education, New York, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
National Business Education Association, 1201 Sixteenth Street, N.W., Washington, D.C. 20036 ($2.00).
PUB DATE - 69 79p.

DESCRIPTORS - *BUSINESS EDUCATION; CURRICULUM ENRICHMENT; *ECONOMICS; *CONCEPT TEACHING; *INTEGRATED CURRICULUM; RESOURCE MATERIALS; *MANUALS; SECONDARY SCHOOLS; CONSUMER ECONOMICS; COMMUNITY COLLEGES

ABSTRACT - In an effort to promote a better understanding of economic concepts, the National Business Education Association and the Joint Council of Economic Education formed a partnership in education some 20 years ago. This publication reviews the major accomplishments of this venture in the hope that it will assist business teachers in integrating economic concepts into their classes. Topics discussed in the review are

(1) "Twenty-Year Report: Joint Council on Economic Education and Business Education" by M.L. Frankel, (2) "Twenty-Year Report: National Business Education Association and Economic Education" by R.G. Price, (3) "Economic Concepts for Understanding Everyday Business Activities" by E.S. Wallace, (4) "Economic Education in the High School Business Education Curriculum" by A.S. Daughtrey, (5) "Teaching Economic Concepts in Secondary Schools" ... in general business by T.B. Duff, in consumer economics by T.J. Boduch, in advanced basic business by Eugene Jones, in business law by R.D. Brown, in accounting by R.B. Woolschlagar, in economics by M. Kourilsky, (6) "The World of Work: New Thrust in Economic Education" by R.L. Darcy, (7) "Teaching Economics in the Community College" by R.G. Clery, and (8) "Business Teacher Education and Economics" by C. Millington. (JS)

VT 012 673
General Business Syllabus.

New York State Education Dept., Albany. Bureau of Secondary Curriculum Development.
MF AVAILABLE IN VT-ERIC SET.
The Publications Distribution Unit, State Education Department, Albany, New York 12224 (single copies, $.50).
PUB DATE - 70 103p.

DESCRIPTORS - *BUSINESS EDUCATION; ECONOMICS; SECONDARY EDUCATION; *TEACHING TECHNIQUES; *RESOURCE MATERIALS; PLANNING; *COURSE CONTENT; EDUCATIONAL OBJECTIVES; *TEACHING GUIDES

ABSTRACT - Developed by business educators, this teacher's guide was prepared to aid in planning and conducting a high school general business class. As a ninth-grade offering, general business becomes an ideal introduction to the business education program. The primary objective of this course is to help students understand the workings of the free enterprise system as well as their role in the system. Material is arranged in sections on administrative consideration, general teaching suggestions, and outline of content accompanied by suggested teaching procedures and activities. Also included is information concerning free classroom materials and a bibliography. (JS)

VT 012 708
Dittamo, Gaetano F.
A Guide to the Use of Transparencies for the Business Education Teacher (Business Skill Areas).

Kinnelon High School, N.J.
Rutgers, The State Univ., New Brunswick, N.J. Curriculum Lab.
New Jersey State Dept. of Education, Trenton. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Vocational-Technical Curriculum Laboratory, Rutgers University, 4103 Building, Kilmer Campus, New Brunswick, New Jersey 08903 ($2.00).
PUB DATE - Jul70 214p.

DESCRIPTORS - *TEACHING GUIDES; *BUSINESS EDUCATION; RESOURCE MATERIALS; TEACHING TECHNIQUES; *OVERHEAD PROJECTORS; *TRANSPARENCIES; INSTRUCTIONAL MATERIALS; STENOGRAPHY; BOOKKEEPING; DATA PROCESSING; TYPEWRITING; CLERICAL OCCUPATIONS

ABSTRACT - Developed by a State Division of Vocational Education, this guide has been written to show the business education teacher how the overhead projector can be used, what material is available, and how transparencies are prepared. Major sections include: (1) The Teacher and the Overhead Projector, (2) The Transparency, (3) Where to Prepare Transparencies, (4) How to Use Color, and (5) Applications. Also included are sample transparencies for the various areas of business education such as typewriting, shorthand, bookkeeping, and data processing. (JS)

# DISTRIBUTIVE
# EDUCATION
# SECTION

VT 005 528
Distributive Education Teacher-Coordinator's Handbook.

Virginia State Dept. of Education, Richmond. Distributive Education Service.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 66 83p.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *PROGRAM GUIDES; *INSTRUCTOR COORDINATORS; *PROGRAM PLANNING; *PROGRAM DEVELOPMENT; SECONDARY EDUCATION; ADULT EDUCATION; EDUCATIONAL FACILITIES; ADMINISTRATIVE ORGANIZATION

ABSTRACT - Developed to describe the responsibilities and activities of distributive education (DE) teacher-coordinators, this revised handbook should be useful to those planning and operating DE programs. The handbook describes the DE program in Virginia high schools, the curriculum, operating practices, and the adult education program. Chapters are: (1) An Introduction to Distributive Education, (2) The Distributive Education Coordinator, (3) Planning Activities, (4) The Distributive Education High School Program, (5) The Distributive Education Adult Program, (6) Supplies and Equipment, and (7) Background Information on Distributive Education. A related operations manual is available as VT 005 529 (also in this issue). (JS)

VT 005 529
Distributive Education Teacher-Coordinator's Operations Manual.

Virginia State Dept. of Education, Richmond. Distributive Education Service.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 66 145p.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *PROGRAM PLANNING; *MANUALS; *INSTRUCTOR COORDINATORS; SECONDARY EDUCATION; ADULT EDUCATION; EDUCATIONAL FACILITIES; *RECORDS (FORMS)

ABSTRACT - Developed as a companion publication to the Teacher-Coordinator's Handbook, this manual contains report forms and instructions useful in the operation of a distributive education program. The pages are issued in loose leaf form since the materials are subject to periodic revision. The manual is divided into four general areas of work which are (1) Planning Activities, (2) High School Programs, (3) Adult Programs, and (4) Supplies and Equipment. Preceding most of the sample forms is a shor explanation on how and when to use the form. The related handbook is available as VT 005 528 (also in this issue). (Author/JS)

VT 011 840 ED 047 086
Eshelby, Don
Bibliography of Distributive Education Documents as Listed in Abstracts of Instructional Materials in Vocational and Technical Education (AIM) Fall, 1967 to Fall, 1969.

North Dakota Univ., Grand Forks. Vocational Education Research Information Center.
EDRS PRICE MF-$0.65 HC-$3.29
PUB DATE - Jun70 27p.

DESCRIPTORS - *BIBLIOGRAPHIES; *DISTRIBUTIVE EDUCATION; *RESOURCE MATERIALS; RETAILING; MERCHANDISING; *INSTRUCTIONAL MATERIALS; CURRICULUM PLANNING; PROGRAM PLANNING; *EDUCATIONAL RESEARCH; PROGRAM DEVELOPMENT

ABSTRACT - This bibliography presents approximately 170 citations of instructional materials pertaining to distributive education areas such as retailing, job analysis, and curriculum development. The entries were compiled from "Abstracts of Instructional Materials" (AIM) Fall 1967, to Fall 1969. AIM is the quarterly publication of The Ohio State University which announces the availability of instructional materials acquired and processed by the Educational Resources Information Center (ERIC) Clearinghouse on Vocational and Technical Education. Arranged in numerical order by accession number, the entries include author, title, date, number of pages, availability information, and the issue of AIM in which a brief abstract appears. Ordering instructions are included. (JS)

VT 012 085
Merchandising, Sales Training Promotion and Window Ideas for Swimwear.

National Knitted Outerwear Association, New York, N.Y. Swimwear Div.

MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 30p.

DESCRIPTORS - *RESOURCE MATERIALS; *DISTRIBUTIVE EDUCATION; *MERCHANDISING; *RETAILING; *SALESMANSHIP; SALES OCCUPATIONS; SALES WORKERS
IDENTIFIERS - *SWIMWEAR

ABSTRACT - This brochure is designed to aid retail management and sales personnel in formulating and conducting effective sales promotional programs for swimwear. Contents include: (1) general information on the swimwear market, (2) basic facts on various fibers used in swimwear, (3) tips on selling swimwear, (4) sales training and techniques, (5) how to deal with complaints on swimwear, (6) styles and types of swimwear, (7) display ideas for both store interior and window, (8) care of swimwear, and (9) promotional ideas, such as fashion shows, use of popular sports themes, and travel and vacation programs. The pamphlet is illustrated with numerous drawings. (AW)

VT 012 089
Liston, Lovic H., Comp.
Menswear; A Distributive Education Manual.

Texas Univ., Austin. Distributive Education.
DOCUMENT NOT AVAILABLE FROM EDRS.
Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712.
PUB DATE - 70 94p.

DESCRIPTORS - *STUDY GUIDES; TEXTBOOKS; *DISTRIBUTIVE EDUCATION; *MERCHANDISING; *SALESMANSHIP; *CLOTHING; SECONDARY GRADES
IDENTIFIERS - *MENSWEAR

ABSTRACT - A revision of VT 000 184 (AIM Spring 1968), this manual provides individual instruction for distributive education students studying merchandising of menswear. Contents include 18 assignments covering: (1) introduction to the industry, (2) personal appearance and characteristics of salesmen, (3) duties, (4) locating needed information, (5) types of fibers used in menswear, (6) weaves, patterns, and colors, (7) suit construction, (8) styles, models, and sizes, (9) how to show and fit various articles of apparel, (10) alterations, (11) sportswear, outerwear, and formal wear, and (12) sales techniques and tips. Assignments provide content, questions to be answered, terms to be learned, and suggested learning projects. A bibliography is also included, and the manual is illustrated with numerous photographs and drawings. An answer book may be obtained from the source of availability indicated for this document. (AW)

VT 012 234
Curriculum Guide and Handbook for Vocational Distributive Education.

West Virginia State Board of Education, Charleston. Business, Office, and Distributive Education.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 69 94p.

DESCRIPTORS - *CURRICULUM GUIDES; *DISTRIBUTIVE EDUCATION; *INSTRUCTOR COORDINATORS; *COOPERATIVE EDUCATION; *METHODS; GUIDANCE PROGRAMS; PROGRAM EVALUATION; RESOURCE MATERIALS; YOUTH CLUBS; ADULT EDUCATION; STUDENT PROJECTS; CURRICULUM; PROGRAM PLANNING

ABSTRACT - Developed to define and classify secondary school preparatory curriculums in distributive education, this curriculum guide and handbook should be most useful to the coordinator teacher and to the guidance counselor. Accompanying the introductory section and the resource section is information on the following: (1) Areas of Instruction in Preparatory Curriculum, (2) Organization and Administration of the Adult Program, (3) The Distributive Education Coordinator, (4) The High School Guidance Plan, (5) Organization and Operation of the Distributive Education Cooperative High School Program, (6) Organization and Operation of the Distributive Education Project Method, (7) The Distributive Education Club Program, and (8) Evaluation of the Distributive Education Program. This guide and handbook also includes floor plans for classrooms, offices, workrooms, conferences, storage, and display areas. (JS)

VT 012 634
South Carolina Distributive Education Student Handbook.

Clemson Univ., S.C. Vocational Education Media Center.
South Carolina State Dept. of Education, Columbia. Distributive Education Section
DOCUMENT NOT AVAILABLE FROM EDRS.

Vocational Education Media Center, Clemson University, Clemson, South Carolina 29631 ($.50).
PUB DATE - 69 19p.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *MANUALS; *ORIENTATION MATERIALS; RESOURCE MATERIALS; INSTRUCTIONAL MATERIALS; YOUTH CLUBS; *PROGRAM DESCRIPTIONS; *STUDENT ROLE

ABSTRACT - Developed to explain distributive education to the beginning student, this handbook is divided into the following sections: (1) Duties and Responsibilities of a Distributive Education Student, (2) Curriculum Patterns in Distributive Education, (3) The Class as a Laboratory, (4) Code of Ethics, (5) On the Job, (6) Progress Report, (7) The Distributive Education Club, (8) Your Future Through Distributive Education, and (9) Dates to Remember. (JS)

VT 012 642
Bulletin Board Ideas for Distributive Education.

Clemson Univ., S.C. Vocational Education Media Center.
South Carolina State Dept. of Education, Columbia. Distributive Education Section.
DOCUMENT NOT AVAILABLE FROM EDRS.
Vocational Education Media Center, Clemson University, Clemson, South Carolina 29631 ($1.75).
PUB DATE - 69 30p.

DESCRIPTORS - *PAMPHLETS; *DISTRIBUTIVE EDUCATION; *RESOURCE MATERIALS; INSTRUCTIONAL AIDS; *BULLETIN BOARDS; *DISTRIBUTIVE EDUCATION TEACHERS

ABSTRACT - Developed to aid distributive education teachers in the preparation of bulletin boards, this pamphlet presents a collection of illustrated displays. These colored displays include themes for various months of the year, salesmanship, retailing, and career opportunities. (JS)

VT 012 644
Riley, Clayton; Omvig, Clayton
A Developmental Program Utilizing Simulated Occupational Experience in Distributive Education.

Kentucky Research Coordinating Unit, Lexington.
Kentucky State Dept. of Education, Frankfort. Bureau of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 213p.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *INSTRUCTOR COORDINATORS; *TEACHING GUIDES; *SIMULATION; *WORK EXPERIENCE PROGRAMS; EDUCATIONAL PROGRAMS; DEVELOPMENTAL PROGRAMS; SECONDARY SCHOOLS

ABSTRACT - Evolving from a developmental project involving four Kentucky area vocational schools, this handbook on conducting a simulated occupational experience program in distributive education is oriented primarily toward coordinators, with broad enough coverage to be valuable to teachers, supervisors, administrators, and teacher educators. In addition to the handbook for coordinators, which includes starting a program, working with school personnel and the public, selection of students, and administrative duties, the document includes teaching aids, a curriculum survey, monthly report forms, and a summary of the project. (BH)

# HEALTH OCCUPATIONS
# EDUCATION
# SECTION

VT 000 271
Manual for Instructors of Vocational Nursing.

Texas Univ., Austin. Dept. of Industrial Education.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jun64 292p.

DESCRIPTORS - *CURRICULUM GUIDES; *PRACTICAL NURSING; *HEALTH OCCUPATIONS EDUCATION; *CLINICAL EXPERIENCE; *TEACHING GUIDES; WORKSHEETS; RESOURCE MATERIALS; BIBLIOGRAPHIC CITATIONS
IDENTIFIERS - TEXAS

ABSTRACT - This clinical manual was organized in a teacher-training workshop for use in related instruction of students in their clinical experience or on-the-job training, for an estimated time period of 32-36 weeks. Areas of study are: (1) Care of General Medical Patients, (2) Care of General Surgical Patients, (3) Care of Mothers (obstetrics), (4) Care of Newborn Infants, (5) Care of Children, and (6) other areas where students may be assigned such as central supply, communicable diseases, diet kitchen, geriatrics, orthopedic nursing, psychiatric nursing, and surgical recovery room. The units on care of patients with medical and surgical conditions are arranged according to conditions, both medical and surgical, affecting the various body systems. Each unit includes an instructional outline, test questions, references, student assignment sheets, student information sheets, and situation sheets (case studies). (PS)

VT 001 587
Medical Assistant, Curriculum Guide.

Springfield Technical Inst., Mass.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 25p.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *MEDICAL ASSISTANTS; *CURRICULUM GUIDES; *NONPROFESSIONAL PERSONNEL; MEDICAL SERVICES; SECRETARIES; JOB SKILLS; POST SECONDARY EDUCATION

ABSTRACT - Prepared by a committee of postsecondary health occupations faculty, this curriculum guide is for teacher use in planning a 2-semester medical assistant program. Concepts, suggested activities, applications, and time allotments are listed for these courses: (1) Ethics and Professional Adjustment, (2) Medical Assisting Skills, including laboratory techniques, physical examinations, prescribed treatment, receptionist, care of office and equipment, secretarial aspects, and medical records, (3) Basic Sciences, including anatomy, physiology, bacteriology, and psychology, (4) Related Subjects, including medical terminology, growth and development, nutrition, and hygiene, (5) English, and (6) Supervised Externship Experience in Clinical Agencies. Additional information provided includes general and specific objectives, job descriptions, general information on the externship program, student evaluation report, a listing of the advisory committee members, and a bibliography of books, periodicals, films, audiovisual aids, and field trip sources. (SB)

VT 006 695 ED 048 432
A Unit of Learning About Homemaker-Home Health Aide Service, Teacher's Source Book.

Council on Social Work Education, New York, N.Y.
National Council for Homemaker Services, Inc., New York, N.Y.
EDRS PRICE MF-$0.65 HC NOT AVAILABLE FROM EDRS.
Council on Social Work Education, 345 East 46th Street, New York, N.Y. 10017 ($3.00).
PUB DATE - Jan68 146p.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *TEACHING GUIDES; *UNIT PLANS; RESOURCE UNITS; *COMPANIONS (OCCUPATION); SUBPROFESSIONALS; TEACHING METHODS; LEARNING ACTIVITIES; EDUCATIONAL OBJECTIVES; ANNOTATED BIBLIOGRAPHIES; SERVICE OCCUPATIONS; *HOME HEALTH AIDES

ABSTRACT - Prepared by an advisory committee composed of members of the National Council for Homemaker Services, the Council on Social Work Education, the National Study Service and specialists in social work, this teaching unit has been compiled to aid teachers in helping students learn about the homemaker-home health aide service. Included in the unit are: (1) a description of the homemaker-home health aide service, (2) educational objectives, (3) suggested content outline, (4) teaching-learning methods and experiences, including 13 selected study articles along with illustrated materials and how to use them, (5) major sources of information, and (6) an annotated bibliography. (SB)

VT 012 093
Practical Nursing; A Curriculum Guide.

Oklahoma State Board of Vocational and Technical Education, Stillwater. Div. of Health Occupations Education.
MF AVAILABLE IN VT-ERIC SET.
Curriculum and Instructional Materials Center, State Department for Vocational and Technical Education, 1515 West 6th Ave., Stillwater, Oklahoma 74074 ($1.50).
PUB DATE - 70 97p.

DESCRIPTORS - *STATE CURRICULUM GUIDES; *CURRICULUM GUIDES; *HEALTH OCCUPATIONS EDUCATION; CURRICULUM PLANNING; *PRACTICAL NURSES; *PRACTICAL NURSING; MEDICAL SERVICES; PARAMEDICAL OCCUPATIONS; HEALTH OCCUPATIONS; ADULT VOCATIONAL EDUCATION
IDENTIFIERS - OKLAHOMA

ABSTRACT - Developed jointly by the Oklahoma State Department of Vocational and Technical Education and the faculties of practical nursing programs in the State to provide guidelines for development of standardized practical nursing curriculums in Oklahoma, this manual is designed to increase instructor effectiveness in curriculum planning both in existing schools and in new programs. Introductory information on curriculum design and philosophy and objectives of the program is followed by three major sections: (1) foundations of practical nursing, dealing with personal and vocational relationships, body structure and function, and basic nursing principles and skills, (2) nursing interventions, concerned with care of patients with conditions of the reproductive system and problems of nutrition, elimination and metabolism, and (3) nursing interventions three, which includes nursing care of patients with motor and sensory disturbances, problems of oxygenation, and patients in complex situations. Each section includes general descriptive information, objectives, subject matter outline, and approximate hours recommended for covering the material. A bibliography, various excerpts from nursing regulations, qualifications of licensed practical nurses, information on continuing education, film list and sources, and related catalogs are appended. (AW)

VT 012 661
Ambulance Attendant Training.

North Carolina State Board of Education, Raleigh. Dept. of Community Colleges.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jan71 50p.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *EMERGENCY SQUAD PERSONNEL; *ATTENDANT TRAINING; *TEACHING GUIDES; POST SECONDARY EDUCATION; COMMUNITY COLLEGES; INSTRUCTIONAL AIDS; COURSE DESCRIPTIONS; COURSE OBJECTIVES; EVALUATION METHODS

ABSTRACT - Developed by the Department of Community Colleges of the North Carolina State Department of Education, this 24-hour course is designed to develop understanding of and appreciation for the role of the ambulance attendant in the care and transportation of the sick and injured. Lessons are: (1) The Ambulance Attendant as a Member of the Medical Team, (2) Care of Patients with Respiratory Interferences, (3) Management of Patients with Hemorrhage, Shock, and Common Types of Injuries, (4) Care of Patients with Head and/or Back Injuries, (5) Fractures and Dislocations, (6) Management of Patients with Common Medical Conditions, (7) Management of the Obstetrical Patient, and (8) The Emotionally Disturbed Patient. Objectives, suggested time, suggested teaching aids, outline of instruction, and evaluation and testing suggestions accompany the lessons. References, an equipment list, film list, definitions, and assignment sheets are appended. (SB)

VT 012 668
Crowther, Mary
The Nurse Assistant in Psychiatric and General Hospitals.

Rutgers, The State Univ., New Brunswick, N.J. Curriculum Lab.
New Jersey State Dept. of Education, Trenton. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Vocational-Technical Curriculum Laboratory, Rutgers University, 4103 Building, Kilmer Campus, New Brunswick, New Jersey 08903 ($2.00).
PUB DATE - Dec70 157p.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *NURSES AIDES; *TEACHING GUIDES; HOSPITALS; PSYCHIATRIC HOSPITALS; INSTRUCTIONAL AIDS; COURSE OBJECTIVES; JOB TRAINING;

JOB SKILLS

ABSTRACT - Developed by subject matter specialists and state supervisors and tested by a cross-section of teachers, this guide is for teacher use in preparing students to work as nurse assistants in a general or psychiatric hospital. Units are: (1) Introduction to Nursing, (2) Introduction to Hospitals, (3) Morning Care, (4) Treatment Time, (5) Meal Time, (6) Afternoon Responsibilities, (7) Patients with Special Needs, (8) Caring for Mothers and Infants, and (9) Caring for the Mentally Ill. Objectives, preparation and presentation suggestions, vocabulary terms, assignments, suggested audio visuals, and text references accompany the lessons of each unit. Several supplementary forms and lists are appended. (SB)

# HOME ECONOMICS
# EDUCATION
# SECTION

VT 002 804
Erickson, Marion J.
A Program to Prepare Disadvantaged High School Students for Employment as Preschool and Kindergarten Aids. Teacher's Guide.

Ypsilanti Public Schools, Mich.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 66 113p.

DESCRIPTORS - *CURRICULUM GUIDES; *OCCUPATIONAL HOME ECONOMICS; *CHILD CARE WORKERS; TEACHER AIDES; *DISADVANTAGED YOUTH; CHILD DEVELOPMENT; SECONDARY GRADES; *PARAPROFESSIONAL SCHOOL PERSONNEL

ABSTRACT - In addition to providing occupational training, the program proposes to: (1) improve student's attitudes, personal skills, and self-image, (2) provide practical experiences which are transferable to home and school situations, (3) reduce high school dropouts, (4) provide individual attention to young children, and (5) increase the effectiveness of the classroom teacher by providing trained assistance. Introductory materials contain employment opportunities for aides, qualifications of participants, and the role and profile of the trainee. The literature review concerns use of the aides, learning problems of culturally disadvantaged children, child behavior, teaching methods, and developing communication and cognitive skills. The research information translates educational practices into suggested curriculum materials for the units: (1) Vocational Orientation, (2) Understanding Child Behavior and Discipline, (3) Methods of Helping Children, (4) Developing Communication Skills, (5) Developing Cognitive Skills, and (6) The Use of Dramatic Play in Preschool and Kindergarten. References are included. Materials for teacher use were developed by professional staff of public schools, special education teachers, and a school social worker. They were tested at the high school level. A correlated student text is available as VT 002 805 (AIM Winter 1970). (FP)

VT 006 008
Lambert, Sybie, And Others
Resource Materials for Family Housing and Home Management.

Tulsa Public Schools, Okla.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 66 118p.

DESCRIPTORS - *HOMEMAKING EDUCATION; *CURRICULUM GUIDES; EDUCATIONAL RESOURCES; *HOME MANAGEMENT; RESOURCE GUIDES; *HOUSING; HIGH SCHOOL STUDENTS; HIGH SCHOOL CURRICULUM; INSTRUCTIONAL AIDS; BIBLIOGRAPHIES

ABSTRACT - Developed by a committee of home and family life teachers, this curriculum guide is designed for teacher use in planning 1-semester family housing and home management elective courses as well as housing and management experiences for the general homemaking program. Introductory sections describe the goals of education and use of the guide, and course outlines consisting of concepts, emphases, units, and suggested activities are provided for each of the two courses. Additional resources include bulletin board ideas, teacher aids, and a bibliography. (SB)

VT 007 409
Curriculum for Job Training Education in Home Economics.

Penta County Vocational School and Technical Coll., Perrysburg, Ohio.
MF AVAILABLE IN VT-ERIC SET.
Penta Vocational High School, Oregon Road, Perrysburg, Ohio 43551 ($10.00).
PUB DATE - ND 92p.

DESCRIPTORS - *OCCUPATIONAL HOME ECONOMICS; *CURRICULUM GUIDES; *TEACHING GUIDES; GRADE 11; GRADE 12; JOB SKILLS; JOB TRAINING; *SUBPROFESSIONALS; FOOD SERVICE INDUSTRY; CHILD CARE OCCUPATIONS; COMPANIONS (OCCUPATION); EDUCATIONAL OBJECTIVES; BIBLIOGRAPHIES; COMMUNITY SERVICE PROGRAMS; VISITING HOMEMAKERS; MAIDS; FOOD SERVICE WORKERS; CHILD CARE WORKERS

ABSTRACT - Developed by home economics teachers and supervisory staff, tested for one year, and revised and tested another year, this curriculum guide is for teacher use in providing 11th and 12th grade students with occupational training. Occupational areas are: (1) Child Care Aide Program (2) Child Care Assistant Program, (3) Community and Home Service Program, and (4) Dietary Aide Program. An introduction, program objectives, length of course and course units, curriculum outline with accompanying related instruction and competencies to develop for the course units, and suggested references are included for each program. (SB)

VT 011 648
Housekeeping Services Training Guide. Home Economics Occupational Education.

New York State Education Dept., Albany. Bureau of Secondary Curriculum Development.
MF AVAILABLE IN VT-ERIC SET.
Publications Distribution Unit, State Education Department, Albany, New York 12224 (single copies available).
PUB DATE - 70 92p.

DESCRIPTORS - *OCCUPATIONAL HOME ECONOMICS; *PROGRAM GUIDES; *MAIDS; *SERVICE OCCUPATIONS; JOB SKILLS; EMPLOYMENT OPPORTUNITIES

ABSTRACT - Developed by State supervisory staff and home economics teachers, this program guide is for a 2-year training program (900 hours) to prepare students for employment in housekeeping and related service occupations, performed under supervision, in households, institutions, and businesses. Section I contains procedures to follow in implementing the program and an explanation of terms used in the bulletin. Section II gives a brief description of the course organization and guides for adapting it to local and area situations. Section III outlines the course of study in two parts, Orientation to the World of Work (120 hours) and Development of Competencies for Workers in Housekeeping Service Occupations (780 hours). Subject matter is outlined according to job responsibilities and includes behavioral outcomes, essential learnings, and learning experiences for three clusters of housekeeping services occupations. A selected list of resources, sources of bulletins and audiovisual aids, and a list of coded housekeeping services occupations are included. Training guides for other service occupations are available as ED 042 883 or VT 010 396 (ARM Summer 1970), VT 010 442 (AIM Summer 1970), and VT 011 225 (AIM Winter 1970). (SB)

VT 012 228
Supervised Food Service: A Suggested Guide.

Florida State Dept. of Education, Tallahassee. Home Economics Section.
MF AVAILABLE IN VT-ERIC SET.
Bulletin 75G-2
PUB DATE - Mar69 183p.

DESCRIPTORS - *OCCUPATIONAL HOME ECONOMICS; *CURRICULUM GUIDES; *FOOD SERVICE WORKERS; SECONDARY GRADES; *JOB SKILLS; NUTRITION INSTRUCTION; FOODS INSTRUCTION; SANITATION; EMPLOYMENT QUALIFICATIONS; FOOD HANDLING FACILITIES; INSTRUCTIONAL AIDS; BIBLIOGRAPHIC CITATIONS

ABSTRACT - This curriculum guide was developed by secondary home economics teachers, county supervisors, and consultants during two seminars and is intended for teacher use in training students for the food service industry. Basic teaching aids, student requirements, competencies, and student forms are provided in an introductory section. Course content is organized under these concepts: (1) Orientation for Food Service Workers, (2) Personal Qualities for Job Success, (3) Sanitation and Safety in Handling Food, (4) Basic Information for Food Preparation, (5) Preparing and Cooking Food, (6) Menu Planning, and (7) Serving Food. Generalizations, objectives, content, learning experiences, resources, and additional teaching aids accompany each concept. A bibliography of books, bulletins, charts, magazines, pamphlets, filmstrips, films, slides, and transparencies is included. (SB)

VT 012 229
Orientation to the World of Work: A Suggested Guide.

Florida State Dept. of Education, Tallahassee. Home Economics Section.
MF AVAILABLE IN VT-ERIC SET.
Bulletin 75G-5
PUB DATE - Mar69 151p.

DESCRIPTORS - *VOCATIONAL EDUCATION; *ORIENTATION MATERIALS; *CURRICULUM GUIDES; *JOB SKILLS; SECONDARY GRADES; EMPLOYMENT OPPORTUNITIES; *EMPLOYMENT QUALIFICATIONS; HYGIENE; SELF CARE SKILLS; LABOR FORCE; WORKING WOMEN; YOUTH; JOB APPLICATION; INSTRUCTIONAL AIDS; BIBLIOGRAPHIC CITATIONS

ABSTRACT - Developed by secondary home economics teachers, county supervisors, and consultants during two seminars, this curriculum guide is for teacher use in acquainting students with the world of work and the personal qualifications needed for job success. Generalizations, objectives, content, learning experiences, resources, and teaching aids accompany these concepts: (1) Gainful Employment, (2) Women and Youth in the Labor Force, (3) Job Opportunities and Requirements, (4) Personal Appearance, (5) Job Applications, (6) Work Relationships, and (7) Money Management. A bibliography of books, films, filmstrips, pamphlets, periodicals, public documents, and miscellaneous documents is included. (SB)

VT 012 230
Clothing Management, Production, and Services and Home Furnishings, Equipment, and Services: A Suggested Guide.

Florida State Dept. of Education, Tallahassee. Home Economics Section.
MF AVAILABLE IN VT-ERIC SET.
Bulletin 75G-3
PUB DATE - Mar69 239p.

DESCRIPTORS - *OCCUPATIONAL HOME ECONOMICS; *CLOTHING MAINTENANCE SPECIALISTS; *SEAMSTRESSES; *CURRICULUM GUIDES; *HOME FURNISHINGS; OCCUPATIONAL CLUSTERS; JOB SKILLS; CLOTHING INSTRUCTION; SEWING INSTRUCTION; TEXTILES INSTRUCTION; SEMISKILLED OCCUPATIONS; SECONDARY GRADES; INSTRUCTIONAL AIDS; BIBLIOGRAPHIC CITATIONS

ABSTRACT - This curriculum guide was developed by secondary home economics teachers, county supervisors, and consultants during two seminars and is for teacher use in training students for job entry into the fields of clothing, textiles, and home furnishings. An introductory section provides course guidelines and suggested occupational clusters for clothing and home furnishings. Generalizations, objectives, content, learning experiences, resources, and teaching aids are provided for these concepts: (1) Opportunities and Requirements for Employment, (2) Nature of Textiles, (3) Visual Design, (4) Job Commonalities, (5) Bedspreads and Pillows, (6) Home Decoration, (7) Drapery Making, (8) Slip Covering, (9) Selling Clothing, (10) Selling Furnishings, (11) Upholstering, (12) Floor Coverings, (13) Alterations, (14) Clothing-Dressmaking, (15) Dry Cleaning, and (16) Industrial Sewing. A bibliography of books, films, filmstrips, guides, pamphlets, periodicals, public documents and miscellaneous publications is included. (SB)

VT 012 231
Homemaker Services: A Suggested Guide.

Florida State Dept. of Education, Tallahassee. Home Economics Section.
MF AVAILABLE IN VT-ERIC SET.
Bulletin 75G-4
PUB DATE - Mar69 182p.

DESCRIPTORS - *OCCUPATIONAL HOME ECONOMICS; *MAIDS; *HOMEMAKING SKILLS; *CURRICULUM GUIDES; SECONDARY GRADES; SAFETY EDUCATION; *JOB SKILLS; NUTRITION INSTRUCTION; CHILD CARE; FOODS INSTRUCTION; INSTRUCTIONAL AIDS; TRANSPARENCIES; BIBLIOGRAPHIC CITATIONS

ABSTRACT - Developed by secondary school home economics teachers, county supervisors, and consultants during two seminars, this curriculum guide is for teacher use in planning learning experiences to train students as maids in motels, hotels, institutions, and private homes. The 360-hour course consists of these concepts: (1) Orientation to Homemaker Service, (2) Use and Care of Equipment and Supplies, (3) Housekeeping Technology, (4) Basic Laundry Procedures, (5) Child Care During Mother's Absence, (6) General Knowledge of Food and Nutrition, (7) Safety and Care in Working With Food and Small Equipment, (8) Shopping, Storing, Preparation, and Service of Food, (9) Home Catering and Family Dinner Service, (10) Handling Emergencies and Meeting People Outside the Family, and (11) Providing Care for the Elderly and Disabled. Generalizations, objectives, content, learning experiences, resources, and teaching aids accompany each concept. A bibliography of books, films, filmstrips, pamphlets, periodicals, guides, and public documents is included. (SB)

VT 012 232
Child Care Services: A Suggested Guide.

Florida State Dept. of Education, Tallahassee. Home Economics Section.
MF AVAILABLE IN VT-ERIC SET.
Bulletin 75G-1
PUB DATE - Mar69 243p.

DESCRIPTORS - *OCCUPATIONAL HOME ECONOMICS; *CURRICULUM GUIDES; *CHILD CARE OCCUPATIONS; CHILD CARE CENTERS; CHILD DEVELOPMENT; SECONDARY GRADES; *JOB SKILLS; INSTRUCTIONAL AIDS; BIBLIOGRAPHIC CITATIONS; EMPLOYMENT OPPORTUNITIES; LEARNING ACTIVITIES

ABSTRACT - This curriculum guide, developed during two seminars by secondary home economics teachers, county supervisors, and consultants, is for teacher use in training students to care for small children. An introductory section provides suggestions for initiating the training program, duties of a kindergarten aide, organizing an advisory committee, personal data forms, and overall objectives of the course. Generalizations, objectives, content, learning experiences, resources, and instructional aids accompany these concepts: (1) Characteristics of the Child Care Aide, (2) Opportunities in Child Care Services, (3) Caring for Basic Needs of Children in a Group, (4) Understanding Stages of Development, (5) Facilities, Equipment, and Space, (6) Job Preparation, (7) Curriculum for Child Care Services, and (8) Setting up a Child Care Center. A bibliography of books, films, and filmstrips is included. (SB)

VT 012 308
West, Dorothy, And Others
Teaching Home Management; Youth & Decisions. Professional Education Series, Home Economics Education No. HE-12.

Michigan State Univ., East Lansing. Education Publication Services.
MF AVAILABLE IN VT-ERIC SET.
Michigan State University, College of Education, Education Publications Services, East Lansing, Michigan 48823.
PUB DATE - Jun70 26p.

DESCRIPTORS - *HOMEMAKING EDUCATION; *HOME MANAGEMENT; FAMILY MANAGEMENT; MONEY MANAGEMENT; DECISION MAKING; *TEACHING GUIDES; EDUCATIONAL RESOURCES; INSTRUCTIONAL AIDS; TEENAGERS; EDUCATIONAL GAMES; SECONDARY EDUCATION

ABSTRACT - Developed as the result of a workshop for home economics teachers, this guide was prepared to assist high school teachers in helping students improve competencies in management, particularly in decision making. Chapters are: (1) The Need for Teaching Home Management, which contains suggestions for teaching approaches, identifying student needs and interests, preparing to teach home management, and means for structuring a management unit, (2) Resource Guidelines, which contains suggestions for developing a unit for early adolescents, guidelines for integrating management with other home economics areas, and a sample unit for the middle-to-late adolescent composed of learning experiences based on objectives and generalizations, and (3) Suggested Methods and Materials, which includes sample questionnaires and surveys, suggested textbooks and other bulletins, bulletin board ideas, case studies and stories, simulation games, overhead transparencies, adaptation of the in-basket technique, and films. (SB)

VT 012 356
Consumer Education Curriculum Guide for Ohio, Grades K-12.

Ohio State Dept. of Education, Columbus. Home Economics Section.
MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210.
PUB DATE - 70 146p.

DESCRIPTORS - *CONSUMER ECONOMICS; *CONSUMER EDUCATION; *HOMEMAKING EDUCATION; *CURRICULUM GUIDES; SECONDARY GRADES; INTERMEDIATE GRADES; EDUCABLE MENTALLY HANDICAPPED; ECONOMIC DISADVANTAGEMENT; MONEY MANAGEMENTMENTARY GRADES

ABSTRACT - Developed by a task force of home economists and other interested professionals, this curriculum guide is designed to assist teachers in organizing consumer education concepts for an integrated program for Grades K-12. The resource material has been developed around the basic concepts of the economic system, income procurement, consumer behavior determinants, consumer alternatives, community resources, and roles, rights, and responsibilities. Each concept is presented through a pictorial diagram, descriptive overview, list of instructional objectives, content outline, suggested learning and evaluation experiences, generalizations, and a few specific resources applicable to the concept. The main part of the guide consists of learning and evaluation experiences for junior and senior high levels, while supplementary material have been included for adapting the concepts to elementary grades, educable mentally retarded, and economically disadvantaged. A bibliography is also included. A related document containing learning experiences developed for use with this guide is available as VT 012 357, also in this issue. (SB)

VT 012 357
Home Economics Supplement to Consumer Education Curriculum Guide for Ohio, Grades K-12.

Ohio State Dept. of Education, Columbus. Home Economics Education.
MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210.
PUB DATE - 70 59p.

DESCRIPTORS - *CONSUMER EDUCATION; *HOMEMAKING EDUCATION; *INSTRUCTIONAL MATERIALS; LEARNING ACTIVITIES; CONSUMER ECONOMICS; SECONDARY GRADES; INTERMEDIATE GRADES; ELEMENTARY GRADES; MONEY MANAGEMENT; COMMUNITY RESOURCES

ABSTRACT - Developed by 90 home economics teachers during three 1-week workshops, these supplemental teaching materials are to be used in combination with the "Consumer Education Guide for Ohio, Grades K-12" (VT 012 356 also in this issue). Learning experiences are included for the basic concepts of the economic system, consumer behavior determinants, consumer alternatives, consumer resources, income procurement, and roles, rights, and responsibilities. Objectives, sub-concepts, grade level, and suggested resources accompany the learning experiences. (SB)

VT 012 374
Consumer Education Curriculum Guide for Kentucky.

Kentucky Univ., Lexington. Home Economics Education.
Kentucky State Dept. of Education, Frankfort. Div. of Home Economics.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 164p.

DESCRIPTORS - *CURRICULUM GUIDES; *HOMEMAKING EDUCATION; *CONSUMER EDUCATION; SECONDARY SCHOOLS; *CONSUMER ECONOMICS; MONEY MANAGEMENT; PURCHASING; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; INSTRUCTIONAL AIDS; BIBLIOGRAPHIC CITATIONS; TEACHING TECHNIQUES

ABSTRACT - Developed and pilot tested for a year by secondary home economics teachers, this curriculum guide is for a 1-year course in consumer education. An introductory section explains the use of the guide, adapting the course for disadvantaged students, and a suggested scope and sequence. Behavioral objectives, concepts and generalizations, teaching-learning-evaluating strategies, and resources are provided for these units: (1) Consumer Behavior, (2) Managing Economic Resources, (3) Consumer Credit, (4) Buymanship, (5) Consumer Aids and Information, (6) Consumer Protection, and (7) Financial Security. Additional teaching-learning-evaluating strategies and a bibliography are appended. (SB)

VT 012 561
A Resource Guide for Food and Nutrition.

Florida State Dept. of Education, Tallahassee. Home Economics Education Section.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 76p.

DESCRIPTORS - *HOME ECONOMICS EDUCATION; *RESOURCE UNITS; *FOODS INSTRUCTION; *NUTRITION INSTRUCTION; CAREER OPPORTUNITIES; LEARNING ACTIVITIES; EDUCATIONAL RESOURCES; EDUCATIONAL PHILOSOPHY; EDUCATIONAL OBJECTIVES; *INSTRUCTIONAL MATERIALS; BIBLIOGRAPHIES; TEENAGERS

ABSTRACT - Developed by graduate students and secondary and university home economics teachers, this 8-week resource unit is for teacher use in providing adolescents with learning experiences in food and nutrition. An introductory section provides the philosophy of a home economics program and is followed by these major unit concepts: (1) Kitchen Planning and Management, (2) Meal Planning, Preparation, and Services, (3) Buymanship and Storage, (4) Hospitality and Entertainment, and (5) Careers in Food and Nutrition. Objectives, concepts and generalizations, learning experiences, evaluations, resources, and illustrations accompany the concepts. A bibliography of teaching aids is included, and additional teaching resources are appended. Related units are available as VT 012 562-VT 012 565 (all in this issue). (SB)

VT 012 562
A Resource Guide for Human Development.

Florida State Dept. of Education, Tallahassee. Home Economics Education Section.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 134p.

DESCRIPTORS - *HOME ECONOMICS EDUCATION; *RESOURCE UNITS; *HUMAN DEVELOPMENT; TEENAGERS; CHILD DEVELOPMENT; *CHILD CARE WORKERS; *INSTRUCTIONAL MATERIALS; CAREER OPPORTUNITIES; BIBLIOGRAPHIES; EDUCATIONAL PHILOSOPHY; EDUCATIONAL OBJECTIVES; LEARNING ACTIVITIES; EDUCATIONAL RESOURCES

ABSTRACT - This 10-week resource unit in human development was developed by graduate students and secondary and university home economics teachers for teacher use in providing learning experiences for adolescents. An introductory section provides the philosophy of a home economics program and is followed by these major unit concepts: (1) Heredity and Environmental Influences, (2) Characteristics of the Child, (3) Developmental Processes, (4) Caring for Children, (5) Characteristics of Adolescents, (6) Self-Understanding, (7) Self-Improvement, (8) Family Relationships, (9) Adolescent Relationships, and (10) Careers. Objectives, concepts and generalizations, learning experiences, evaluations, resources, and illustrations accompany the concepts. A bibliography of teaching aids is included, and additional teaching resources are appended. Related units are available as VT 012 561-VT 012 565 (all in this issue). (SB)

VT 012 563
A Resource Guide for Textiles and Clothing.

Florida State Dept. of Education, Tallahassee. Home Economics Education Section.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 104p.

DESCRIPTORS - *HOME ECONOMICS EDUCATION; *RESOURCE UNITS; *TEXTILES INSTRUCTION; *CLOTHING INSTRUCTION; CLOTHING DESIGN; SEWING INSTRUCTION; *INSTRUCTIONAL MATERIALS; TEENAGERS; CAREER OPPORTUNITIES; EDUCATIONAL OBJECTIVES; EDUCATIONAL PHILOSOPHY; BIBLIOGRAPHIES; LEARNING ACTIVITIES; EDUCATIONAL RESOURCES

ABSTRACT - Developed by graduate students and secondary and university home economics instructors, this 8-week resource unit is for teacher use in providing adolescents with learning experiences in clothing and textiles. The philosophy of a home economics program is provided in an introductory section and is followed by these major concepts: (1) Kinds of Design, (2) Elements of Design, (3) Principles of Design, (4) Social-Psychological Aspects of Clothing, (5) Textiles, (6) Clothing Construction, (7) Clothing Management, and (8) Careers and Gainful Employment. Objectives, concepts and generalizations, learning experiences, evaluations, resources, and illustrations accompany the concepts. A bibliography of teaching aids is included, and additional teaching resources are appended. Related units are available as VT 012 561-VT 012 565 (all in this issue). (SB)

VT 012 564
A Resource Guide for Management and Family Economics.

Florida State Dept. of Education, Tallahassee. Home Economics Education Section.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 70p.

DESCRIPTORS - *HOME ECONOMICS EDUCATION; *RESOURCE UNITS; *CONSUMER ECONOMICS; *FAMILY MANAGEMENT; HOME MANAGEMENT; MONEY MANAGEMENT; DECISION MAKING; *INSTRUCTIONAL MATERIALS; EDUCATIONAL PHILOSOPHY; EDUCATIONAL OBJECTIVES; LEARNING ACTIVITIES; BIBLIOGRAPHIES; EDUCATIONAL RESOURCES

ABSTRACT - Developed by graduate students and secondary and university home economics teachers, this 3-week resource unit is for teacher use in providing home management and family economics learning experiences. An introductory section presents the philosophy of a home economics program and is followed by these major unit concepts: (1) Individual and Family Goals, (2) Individual and Family Use of Time, (3) Individual and Family Use of Energy, and (4) Individual and Family Use of Money. Objectives, concepts and generalizations, learning experiences, evaluations, resources, and illustrations accompany the concepts. A bibliography of teaching aids is included, and additional teaching resources are appended. Related units are available as VT 012 561-VT 012 565 (all in this issue). (SB)

VT 012 565
A Resource Guide for Housing.

Florida State Dept. of Education, Tallahassee. Home Economics Education Section.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 91p.

DESCRIPTORS - *RESOURCE UNITS; *HOUSING; *INTERIOR DESIGN; *HOME ECONOMICS EDUCATION; *INSTRUCTIONAL MATERIALS; LEARNING ACTIVITIES; CAREER OPPORTUNITIES; EDUCATIONAL OBJECTIVES; EDUCATIONAL PHILOSOPHY; EDUCATIONAL RESOURCES; BIBLIOGRAPHIES

ABSTRACT - This 4-week housing resource unit was developed by graduate students and secondary and university home economics teachers for teacher use in providing learning experiences. An introductory section presents the philosophy of a home economics program and is followed by these major unit concepts: (1) Factors Affecting Shelter, (2) Factors Influencing the Selection of a Home, (3) Exterior and Interior Design for Homes, (4) Maintenance and Care of a Home, and (5) Employment Opportunities Relating to Housing. Objectives, concepts and generalizations, learning experiences, evaluations, resources, and illustrations accompany the concepts. A bibliography of teaching aids is included, and additional teaching resources are appended. Related units are available as VT 012 561-VT 012 564 (all in this issue). (SB)

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VT 012 635
Measuring, Weighing, Valuing Consumer and Home Economics Education in South Carolina.

Clemson Univ., S.C. Vocational Education Media Center.
South Carolina State Dept. of Education, Columbia. Home Economics Education Section.
MF AVAILABLE IN VT-ERIC SET.
Vocational Education Media Center, Clemson University, Clemson University, Clemson, South Carolina 29631 ($2.50).
PUB DATE - 70 138p.

DESCRIPTORS - *HOME ECONOMICS EDUCATION; *GUIDES; *CONSUMER EDUCATION; *EVALUATION TECHNIQUES; CURRICULUM EVALUATION; STUDENT EVALUATION; COURSE EVALUATION; TEXTBOOK EVALUATION; PROGRAM EVALUATION; TESTS; INSTRUCTIONAL AIDS; EDUCATIONAL RESOURCES; ANNOTATED BIBLIOGRAPHIES

ABSTRACT - This guide was developed by a committee of home economics teachers, supervisors, and teacher educators to provide teachers with an increased understanding of evaluation and ideas for evaluating phases, subject matter areas, and techniques used in teaching home economics. Sections are: (1) Beliefs About Evaluation, (2) Evaluating at Various Levels of Learning, (3) Evaluating the Total Consumer and Home Economics Education Program, (4) Evaluating Phases of the Consumer and Home Economics Education Program, (5) Evaluating Areas of the Consumer and Home Economics Education Program, (6) Evaluating Teaching Resources, and (7) Improving Teacher-Made Tests. Sample evaluation forms accompany each color-coded section, and an annotated bibliography of evaluation references is included. A related document is available in this issue as VT 012 636. (SB)

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VT 012 636
Guide for Consumer and Home Economics Education in South Carolina.

Clemson Univ., S.C. Vocational Education Media Center.
South Carolina State Dept. of Education, Columbia. Home Economics Education Section.
DOCUMENT NOT AVAILABLE FROM EDRS.
Vocational Education Media Center, Clemson University, Clemson, South Carolina 29631 ($3.50).
PUB DATE - 70 293p.

DESCRIPTORS - *HOME ECONOMICS EDUCATION; *CONSUMER EDUCATION; *STATE CURRICULUM GUIDES; SECONDARY EDUCATION; BIBLIOGRAPHIES; LEARNING ACTIVITIES; EDUCATIONAL OBJECTIVES; EMPLOYMENT OPPORTUNITIES; EVALUATION TECHNIQUES

ABSTRACT - Developed by a committee of home economics teachers, supervisors, and teacher educators, this curriculum guide is for use in planning learning experiences for 8th Grade and Homemaking I, II, and III. Scope and sequence, units, and references are provided for these color-coded areas: (1) Child Care and Development, (2) Clothing and Textiles, (3) Foods and Nutrition, (4) Health, Safety, First Aid, Home Nursing, and Community Health, (5) Housing and Home Furnishings, (6) Personal and Family Relations, and (7) Family Living Objectives. Suggested time length, generalizations, learning experiences, teaching resources, and suggested means of evaluation are included with the units. A related document is available in this issue as VT 012 635. (SB)

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VT 012 656
Orientation to the World of Work, Part One.

Texas Tech. Univ., Lubbock. Home Economics Instructional Materials Center.
Texas Education Agency, Austin. Div. of Homemaking Education
MF AVAILABLE IN VT-ERIC SET.

Texas Tech. University, Home Economics Instructional Materials Center, P.O. Box 4067, Lubbock, Texas 79409.
PUB DATE - Jan71 200p.

DESCRIPTORS - *OCCUPATIONAL HOME ECONOMICS; *TEACHING GUIDES; *RESOURCE GUIDES; EDUCATIONAL RESOURCES; STUDENT ATTITUDES; JOB SATISFACTION; WORK ATTITUDES; VOCATIONAL ADJUSTMENT; *CAREER OPPORTUNITIES; JOB APPLICATION; CAREER PLANNING; MANAGEMENT; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; BIBLIOGRAPHIES
IDENTIFIERS - *OCCUPATIONAL EXPLORATIONS

ABSTRACT - Developed by the Home Economics Instructional Materials Center at Texas Tech University, this two-part guide is for teacher use in orienting students to the world of work and developing desirable attitudes toward school, employment, social, and civic responsibilities. Units in both parts are: (1) Introduction to Home Economics Cooperative Education, (2) Future Homemakers of America, (3) Labor and Money in the World of Work, (4) Job Application, (5) Job Success, (6) Civic Responsibilities, (7) Understanding the Economy, (8) Personal Management and Consumer Education, (9) Personal Adjustment, (10) Planning Your Future, and (11) Evaluation. Behavioral objectives, suggested learning experiences, key points, and student and teacher references accompany the lessons of each unit. Part Two, which is closely interrelated and supplemental to Part One, is available as VT 012 657 (also in this issue). (SB)

VT 012 657
Orientation to the World of Work, Part Two.

Texas Tech. Univ., Lubbock. Home Economics Instructional Materials Center.
Texas Education Agency, Austin. Div. of Homemaking Education
MF AVAILABLE IN VT-ERIC SET.
Texas Tech. University, Home Economics Instructional Materials Center, P.O. Box 4067, Lubbock, Texas 79409.
PUB DATE - Jan70 216p.

DESCRIPTORS - *OCCUPATIONAL HOME ECONOMICS; *RESOURCE GUIDES; EDUCATIONAL RESOURCES; *TEACHING GUIDES; *INSTRUCTIONAL AIDS; AUDIOVISUAL AIDS; SLIDES; SIMULATION; TESTS; EDUCATIONAL GAMES; *CAREER OPPORTUNITIES; CAREER PLANNING; JOB SATISFACTION; VOCATIONAL ADJUSTMENT; WORK ATTITUDES; JOB APPLICATION
IDENTIFIERS - *OCCUPATIONAL EXPLORATIONS

ABSTRACT - Part Two of the teaching guide, "Orientation to the World of Work," is closely interrelated and supplemental to Part One and contains a wide variety of related teaching-learning materials for both students and teacher. Organized according to the units in Part One, the information is presented in the form of programed instruction, stories, case situations, simulation games, tests, skits, cartoons, bulletin board ideas, instant slides, and other visuals. Part One is available as VT 012 656 (also in this issue). (SB)

VT 012 674
Food Services Training Guide, Tentative Edition. Home Economics Occupational Education.

New York State Education Dept., Albany. Bureau of Secondary Curriculum Development.
MF AVAILABLE IN VT-ERIC SET.
The Publications Distribution Unit, State Education Department, Albany, New York 12224.
PUB DATE - 67 72p.

DESCRIPTORS - *OCCUPATIONAL HOME ECONOMICS; *PROGRAM GUIDES; *FOOD SERVICE OCCUPATIONS; JOB SKILLS; FOOD INSTRUCTION; ENTRY WORKERS; PROGRAM PLANNING; ADVISORY COMMITTEES; UNIT PLAN; LEARNING ACTIVITIES; BEHAVIORAL OBJECTIVES; ADMISSION CRITERIA; INSTRUCTIONAL STAFF; EDUCATIONAL FACILITIES

ABSTRACT - Developed by the Chief of the New York Bureau of Home Economics Education and assisted by university and high school home economics teachers, this experimental program guide is designed to prepare individuals for entry employment in occupations performed under supervision in the preparation and service of food. The guide is currently being tested by teachers in occupational training centers and will be revised on the basis of evaluation at a later date. Section I, Establishing the Training Program in Food Services, discusses the selection of an advisory committee, identification of job Responsibilities, selection of trainees and instructional staff, provisions for facilities and equipment, and structure of the training plan. Section II, Developing the Course of Study, provides an overview of the program and describes the six units of the two-part course of study and includes behavioral objectives, content, and learning experiences for each unit. A selected resource list and glossary of terms are also included. (SB)

VT 012 733
Family Living I. Human Development and the Family.

Milwaukee Public Schools, Wis. Dept. of Secondary Curriculum and Instruction.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 67 37p.

DESCRIPTORS - *HOMEMAKING EDUCATION; *CURRICULUM GUIDES; *FAMILY LIFE; FAMILY (SOCIOLOGICAL UNIT); MARRIAGE; STUDENT ~~CHARACTERISTICS;~~ TEENAGERS; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES

ABSTRACT - Developed during a workshop and field tested by home economics teachers for one year, this curriculum guide is for teacher use in planning experiences for Family Living I. Overall goals, concepts, generalizations, learning activities, and behavioral objectives are provided for these units: (1) Family Life Education, (2) Family Life Cycle, (3) Families in Society, (4) Individuals in Society, and (5) Marriage as a Way of Life. An introductory section provides suggestions for teaching the units and lists the characteristics of the late adolescent and ways in which societal factors affect adolescent behavior. (SB)

VT 012 739
Resource Guide for Housing and Home Furnishings.

Florida State Dept. of Education, Tallahassee. Home Economics Education.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 189p.

DESCRIPTORS - *HOMEMAKING EDUCATION; HOME MANAGEMENT; *CURRICULUM GUIDES; *HOUSING; *HOME FURNISHINGS; FURNITURE; EMPLOYMENT OPPORTUNITIES; EDUCATIONAL OBJECTIVES; BIBLIOGRAPHIES; EDUCATIONAL RESOURCES; LEARNING ACTIVITIES

ABSTRACT - Developed by state supervisory personnel, home economics teachers, and others through workshops, field testing, and revision, this curriculum guide is for teaching a 1-semester course in housing and home furnishings. Areas of study are: (1) Housing and People, (2) Selection of Housing, (3) Selection and Arrangement of Furnishings and Equipment for the Home, (4) Management and Maintenance of the Home, and (5) Employment Opportunities Related to Housing. Brief descriptions, behavioral objectives, student concerns, generalizations, basic learnings and understandings, suggested learning experiences, evaluation, and resources accompany each area of study. An introductory section provides suggestions for use of the guide, and several resources including a bibliography are appended. This is a revision of VT 009 268 (AIM Winter 1969). (SB)

VT 012 744
Guide for Seventh Grade Homemaking.

Milwaukee Public Schools, Wis. Dept. of Secondary Curriculum and Instruction.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 64 50p.

DESCRIPTORS - *HOMEMAKING EDUCATION; *CURRICULUM GUIDES; GRADE 7; LEARNING ACTIVITIES; BEHAVIORAL OBJECTIVES; INSTRUCTIONAL AIDS

ABSTRACT - Developed by home economics teachers during workshops and small groups, this curriculum guide is for a 2-semester seventh grade homemaking course. Units are: (1) Introduction to Homemaking, (2) Living Happily with Family and Friends, (3) Safety in the Home, (4) Discovering Food for Family and Friends, (5) Sharing, (6) Providing for Being Well-Groomed, and (7) Discovering Talent for Making Related Projects. Suggested time allotment, generalizations, learning activities, and behavioral goals accompany each unit. An introductory sections describes the guide, and a bibliography of teaching aids is included. (SB)

VT 012 745
Guide for Home Economics I-II.

Milwaukee Public Schools, Wis. Dept. of Secondary Curriculum and Instruction.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 66 46p.

DESCRIPTORS - *HOMEMAKING EDUCATION; *CURRICULUM GUIDES; BEHAVIORAL OBJECTIVES;

LEARNING ACTIVITIES; DECISION MAKING; INSTRUCTIONAL AIDS; *SELF CONCEPT

ABSTRACT - This curriculum guide for Home Economics I and II was developed by home economics teachers during a summer workshop. The units, which emphasize decision making, are: (1) You and Home Economics, (2) Making the Most of You, (3) The Food in Your Life, (4) You and Social Poise, (5) You and Money, (6) You, Your Clothing, and Your Appearance, (7) You and Your Surroundings, (8) Children and You, (9) You and Your Family. Generalizations, learning activities, and behavioral objectives accompany the units. An introductory section provides a description of Homemaking I and II, the decision-making emphasis, characteristics of students, and suggested time allotment for the units. A bibliography of teaching aids is also included. (SB)

VT 012 746
Guide for Eighth Grade Home Economics.

Milwaukee Public Schools, Wis. Dept. of Secondary Curriculum and instruction.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 67 21p.

DESCRIPTORS - *CURRICULUM GUIDES; *HOMEMAKING EDUCATION; GRADE 8; *BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; STUDENT CHARACTERISTICS

ABSTRACT - Developed and tested one year by home economics teachers, this curriculum guide is for teacher use in planning home economics experiences for eighth grade students. Generalizations, learning activities and behavioral objectives are outlined for these overall goals: (1) Is Working Toward Being Resourceful in Managing Money and Time More Effectively, (2) Is Resourceful in Selecting and Constructing Clothes that "Go Together," (3) Prepares and Evaluates Food Products and Simple Meals According to Cost, Nutritive Value, and Time for Preparation, (4) Practices Social Courtesies and Realizes that Satisfying Experiences Must be Created, and (5) Appraises Own Ability for Earning Money or Indirectly Helping Family to Grow and Develop. An introductory section discusses facts teenagers should know and provides characteristics of an eighth grade girl. (SB)

VT 012 774
Hayes, Anne C., Comp.
Food for Children in Day Care Centers. A Teaching Guide. Unit IV.

Kentucky Univ., Lexington. Instructional Materials Lab.
MF AVAILABLE IN VT-ERIC SET.
Instructional Materials Laboratory, Room 151, Taylor Education Building, University of Kentucky, Lexington, Kentucky 40506 (one copy free to State Directors of Home Economics and Head Teacher Educators).
PUB DATE - 70 21p.

DESCRIPTORS - *OCCUPATIONAL HOME ECONOMICS; *TEACHING GUIDES; UNIT PLAN; *CHILD CARE WORKERS; CHILD CARE CENTERS; *NUTRITION INSTRUCTION; STAFF IMPROVEMENT; FOOD STANDARDS; FOOD SERVICE; EDUCATIONAL RESOURCES; BIBLIOGRAPHIES; DAY CARE SERVICES

ABSTRACT - Developed by state home economics supervisory personnel, this teaching guide is for a unit designed to upgrade day care workers (directors, aides, and cooks) by helping them provide more nourishing, yet inexpensive snacks and meals to the children under their care. The six 2-hour lessons are: (1) Foods Children Need, (2) Food As Children See It, (3) Main Dish Foods, (4) Foods that Follow, (5) Cost, Care, and Safety of Foods, and (6) Foods for Fun. Objectives, generalizations, teaching strategies and evaluation, and display and exhibit suggestions accompany each lesson. Sources for resource material and a bibliography are also included. Related units are available as VT 007 119-VT 007 121 (AIM Fall 1969). (SB)

VT 012 782
Hayes, Anne C., Ed.
Training Program for Food Service Occupations.

Kentucky Univ., Lexington. Instructional Materials Lab.
MF AVAILABLE IN VT-ERIC SET.
Instructional Materials Laboratory, Room 151, Taylor Education Building, University of Kentucky, Lexington, Kentucky 40506 (single copies free to State Directors of Home Economics and Head Teacher Educators of Home Economics)
PUB DATE - 69 105p.

DESCRIPTORS - *OCCUPATIONAL HOME ECONOMICS; *TEACHING GUIDES; *FOOD SERVICE WORKERS; FOODS INSTRUCTION; FOOD SERVICE INDUSTRY; NUTRITION INSTRUCTION; HIGH SCHOOL STUDENTS;

OCCUPATIONAL CLUSTERS; OCCUPATIONAL INFORMATION; JOB SKILLS; BEHAVIORAL OBJECTIVES; JOB TRAINING; LEARNING ACTIVITIES; INSTRUCTIONAL AIDS; EDUCATIONAL RESOURCES; BIBLIOGRAPHIES

ABSTRACT - Prepared by a home economics specialist of an instructional materials laboratory, this teaching guide is for use in providing training programs to prepare high school girls for a cluster of food service occupations, including kitchen helper, waitress, dietary aide, hostess, lunch-counter waitress, and salad girl. Units of the 360-hour program, consisting of classroom instruction and laboratory and field practice, are: (1) Orientation to Food Service as a Career, (2) The Nutrition Phase of Food Service, (3) Safety and Sanitation in Food Service Occupations, (4) Basic Food Preparation, (5) Preparations for Occupations in Food Service, (6) Other Occupations in Food Service, and (7) Summary and Evaluation. Objectives, suggested time allotment, learning and key ideas, teaching-learning activities, resources, and a bibliography of resource materials accompany each unit. An introductory section provides job descriptions of each occupation, objectives of the training program, course outline, and additional suggestions for the teacher. (SB)

VT 012 783
Hayes, Anne C.
Post Secondary Basic Food Service Guide.

Kentucky Univ., Lexington. Instructional Materials Lab.
MF AVAILABLE IN VT-ERIC SET.
Instructional Materials Laboratory, Room 151, Taylor Education Building, University of Kentucky, Lexington, Kentucky 40506 (Single copies free to State Directors of Home Economics and Head Teacher Educators of Home Economics).
PUB DATE - 70 69p.

DESCRIPTORS - *OCCUPATIONAL HOME ECONOMICS; POST SECONDARY EDUCATION; *FOOD SERVICE WORKERS; FOOD SERVICE INDUSTRY; *TEACHING GUIDES; JOB SKILLS; JOB TRAINING; FOODS INSTRUCTION; NUTRITION INSTRUCTION; LEARNING ACTIVITIES; BEHAVIORAL OBJECTIVES; INSTRUCTIONAL AIDS; RESOURCE MATERIALS; BIBLIOGRAPHIES

ABSTRACT - Developed by a home economics specialist of an instructional materials laboratory, this teaching guide is for use in planning postsecondary food service training programs. Behavioral objectives, broad and supporting generalizations, teaching-evaluating strategies, resources, and a bibliography of resource materials are provided for these major concepts: (1) Orientation to Food Service as a Career, (2) Personal Characteristics Desired in Food Service Employees, (3) Nutrition and Menu Planning, (4) Safety, Sanitation, Health, and Hygiene, (5) Identification, Use, and Care of Food Service Equipment, and (6) Techniques and Procedures. An introductory section provides definitions of terms, basic objectives, course outline, and sample weekly and daily plans. (SB)

VT 012 784
Hayes, Anne C.
Money-Go-Round. Resource Materials for Teaching Disadvantaged Adults Certain Aspects of Consumer Education.

Kentucky Univ., Lexington. Instructional Materials Lab.
MF AVAILABLE IN VT-ERIC SET.
Instructional Materials Laboratory, Room 151, Taylor Education Building, University of Kentucky, Lexington, Kentucky 40506 (single copies to State Directors of Home Economics and Head Teacher Educators of Home Economics).
PUB DATE - 69 19p.

DESCRIPTORS - *CONSUMER EDUCATION; *ADULT EDUCATION; *DISADVANTAGED GROUPS; *TEACHING GUIDES; MONEY MANAGEMENT; BEHAVIORAL OBJECTIVES; INSTRUCTIONAL AIDS; BIBLIOGRAPHIES; LEARNING ACTIVITIES; EDUCATIONAL RESOURCES; COMMUNITY AGENCIES (PUBLIC); COMMUNITY RESOURCES

ABSTRACT - This resource unit was developed by a home economics specialist of an instructional materials laboratory to provide suggestions for teaching six consumer education lessons to disadvantaged adults. Lessons consisting of behavioral objectives, broad and supporting generalizations, teaching-evaluating strategies, and resources are: (1) Money, Where Are You? (2) Let's Plan to Spend Our Money, (3) Getting the Best for the Least, (4) Charge It! (5) I Need to Borrow Money, and (6) Keep Records Safe. An introductory section provides some characteristics of the disadvantaged adult, suggestions for teaching the disadvantaged, guidelines for working with community agencies, a listing of suggested agencies and organizations, subject matter outline, and additional teaching suggestions. A bibliography of teaching resources is also included. (SB)

# INDUSTRIAL ARTS
# EDUCATION
# SECTION

VT 011 507
Cooper, Clare
Pictorial Drawings. Drafting--Language of Industry. LAP No. 8, Basic Drafting.

Hughson Union High School, Calif.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jul68 13p.

DESCRIPTORS - *INDUSTRIAL ARTS; *LEARNING ACTIVITIES; *ENGINEERING DRAWING; *DRAFTING; ENGINEERING GRAPHICS; INSTRUCTIONAL MATERIALS; AUTOINSTRUCTIONAL AIDS
IDENTIFIERS - *ELEMENTARY AND SECONDARY EDUCATION ACT TITLE III; ESEA TITLE III; LEARNING ACTIVITY PACKAGES; LAPs

ABSTRACT - Developed under a grant from the Elementary and Secondary Education Act (ESEA) Title III, this learning activity presents pictorial drawing in basic drafting. Designed as a self-instructional unit, the content covers isometric, oblique, and perspective drawing methods. Additional Learning Activity Packages (LAP) are available in this issue. (GB)

VT 011 549
Shreve, R.M.
Identification, Care, and Uses of Hand Tools.

Summerville Union High School, Calif. Wood Shop Dept.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jul68 23p.

DESCRIPTORS - *INDUSTRIAL ARTS; *LEARNING ACTIVITIES; *WOODWORKING; *HAND TOOLS; ILLUSTRATIONS
IDENTIFIERS - *ELEMENTARY AND SECONDARY EDUCATION ACT TITLE III; ESEA TITLE III; LEARNING ACTIVITY PACKAGES; LAPs

ABSTRACT - Developed under a grant from the Elementary and Secondary Education Act (ESEA) Title III, this learning activity package presents material on identification, care, and uses of hand tools. Illustrations are presented with tips on uses and care. Additional Learning Activity Packages are available in this issue. (GB)

VT 011 550
Segal, Albert J.
Find Your Way. Learning Activity Package, "Pre-Lap".

Hughson Union High School, Calif.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 68 46p.

DESCRIPTORS - *INDUSTRIAL ARTS; *LEARNING ACTIVITIES; *SCHOOL SHOPS; *SAFETY; ILLUSTRATIONS; INSTRUCTIONAL MATERIALS
IDENTIFIERS - *ELEMENTARY AND SECONDARY EDUCATION ACT TITLE III; ESEA TITLE III; LEARNING ACTIVITY PACKAGES; LAPs

ABSTRACT - Developed under a grant from the Elementary and Secondary Education Act (ESEA) Title III, this learning activity is intended to help the new student become familiar with the placement, purpose, uses, and safety rules of power equipment in the shop. Included are: (1) instructional objectives, (2) activity directions, (3) general safety rules, (4) description of clean-up jobs, and (5) names and uses of equipment. Additional Learning Activity Packages (LAP) are available in this issue. (GB)

VT 011 998 ED 047 088
Eshelby, Don
Bibliography of Industrial Arts Education Documents as Listed in Abstracts of Instructional Materials in Vocational and Technical Education (AIM) Fall, 1967 To Fall, 1969.

North Dakota Univ., Grand Forks. Vocational Education Research Information Center.
EDRS PRICE MF-$0.65 HC-$3.29
PUB DATE - Sep70 16p.

DESCRIPTORS - *INDUSTRIAL ARTS; *EDUCATIONAL RESEARCH; *BIBLIOGRAPHIES; *INSTRUCTIONAL MATERIALS; *RESOURCE MATERIALS; CURRICULUM PLANNING; PROGRAM PLANNING; PROGRAM DEVELOPMENT

ABSTRACT - This bibliography presents approximately 80 citations of instructional materials pertaining to industrial arts. The entries were compiled from "Abstracts of Instructional Materials" (AIM) from Fall 1967 to Fall 1969. AIM is the quarterly publication of the Ohio State University which announces the availability of instructional materials acquired and processed by the Educational Resources Information Center (ERIC) Clearinghouse on Vocational and Technical Education. Arranged in numerical order by accession number, entries include title, name of author or organization, date, number of pages, availability information, and the issue of AIM in which a brief abstract appears. Ordering instructions are included. (GR)

VT 012 367
Affholter, Glenn H., And Others
Electricity--Electronics; Curriculum Guide for An Introductory Course.

Michigan State Dept. of Education, Lansing.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 68 32p.

DESCRIPTORS - *CURRICULUM GUIDES; TRADE AND INDUSTRIAL EDUCATION; *INDUSTRIAL ARTS; VOCATIONAL EDUCATION; *ELECTRICITY; *ELECTRONICS; *TEACHING GUIDES; ELECTRICIANS; SAFETY; ELECTRIC CIRCUITS; PROGRAM GUIDES

ABSTRACT - This curriculum guide was developed by a committee, with assistance from the State Curriculum Committee for Industrial Arts, for the Michigan Department of Education. It is for teacher use in developing introductory electricity-electronics programs for junior and senior high school students. The bulletin is designed for use in courses with different time allotments, and for exploratory, prevocational, vocational, and science oriented courses. The contents include basic questions about a program, an outline of the history of the subject, a unit on safety, and 27 units on electricity/electronics theory with objectives and suggested activities presented in each unit. A list of tools, supplies, and equipment is appended. (GEB)

VT 012 368
Arent, Wesley, And Others
Industrial Arts Programing for Junior and Senior High Schools.

Michigan State Dept. of Education, Lansing.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jul68 20p.

DESCRIPTORS - *INDUSTRIAL ARTS; *PROGRAM DEVELOPMENT; PROGRAM PLANNING; *SECONDARY SCHOOLS; *GUIDELINES; SCHOOL ACTIVITIES; *SCHOOL SHOPS; EDUCATIONAL OBJECTIVES; LABORATORY SAFETY; ORGANIZATION

ABSTRACT - To help schools keep youth abreast of current technological developments, this bulletin was prepared for use by school administrators and teachers when developing comprehensive industrial arts programs. Aimed at the secondary schools, the bulletin makes no attempt to itemize subject matter but rather identifies those items that should be considered in developing programs of instruction. This information includes: (1) general suggestions for industrial arts programs, (2) suggestions regarding the basic subject matter areas for laboratory activities on the junior high level, (3) suggestions concerning the senior high program, and (4) general principles of shop planning, shop safety, student directed organization, and college entrance requirements. (JS)

VT 012 741
Braun, Donald, And Others
Woodwork 1-2.

Milwaukee Public Schools, Wis. Industrial Arts Dept.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 62 42p.

DESCRIPTORS - *TEACHING GUIDES; CURRICULUM GUIDES; *INDUSTRIAL ARTS; *WOODWORKING; JUNIOR HIGH SCHOOLS; TESTS; VOCABULARY DEVELOPMENT; *LABORATORY SAFETY

ABSTRACT - Developed by the Division of Curriculum and Instruction of the Milwaukee Public Schools, this teaching guide was intended for student and teacher use in presenting basic woodworking fundamentals in the junior high school industrial arts programs. The course content, planned on the basis of 275 minutes per week, includes: (1) general information concerning industrial arts, (2) introduction to the course, (3) diagnostic test, and (4) 18 units on the fundamentals of woodworking with each unit containing a five-column guide. A typical bill of materials, procedure plan, tests, vocabulary words, and a bibliography are appended. (GEB)

VT 012 752
Mechanical Drawing 1-4. A Guide for Industrial Arts Teachers.

Milwaukee Public Schools, Wis. Dept. of Secondary Curriculum and Instruction.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 66 51p.

DESCRIPTORS - *CURRICULUM GUIDES; *INDUSTRIAL ARTS; *DRAFTING; *TEACHING GUIDES; ORTHOGONAL PROJECTION; BIBLIOGRAPHIES; SECONDARY GRADES

ABSTRACT - This curriculum guide is for instructor use in teaching the fundamentals of mechanical drawing in secondary school industrial arts, and was developed by the Division of Curriculum and Instruction of the Milwaukee Public Schools. The objectives are designed to acquaint the student with the drafting language of industry and to develop some basic skills in using that language. The material, to be used over a 2-year period, is presented in a seven-column format and includes textbook assignments. A list of supplementary aids, a sample measuring test, and a bibliography are included. (GEB)

VT 012 753
Braun, Donald, And Others
7B Woodwork.

Milwaukee Public Schools, Wis. Industrial Arts Dept.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 62 43p.

DESCRIPTORS - *TEACHING GUIDES; CURRICULUM GUIDES; *INDUSTRIAL ARTS; *WOODWORKING; JUNIOR HIGH SCHOOLS; TESTS; VOCABULARY DEVELOPMENT

ABSTRACT - This teaching guide, designed for teacher and student use in the industrial arts woodworking programs of junior high schools, was developed by the division of Curriculum and Instruction of the Milwaukee Public Schools. The material is planned on the basis of 275 minutes per week. Included in the course are 15 units covering some of the fundamentals of woodworking, with each unit broken into a five-column guide organized by: (1) Basic Skills, (2) Basic Understandings, (3) Suggested instructional Aids, (4) Suggested Projects, and (5) Instructor Notes. Instruction sheets, tests, vocabulary terms, and a reference list are appended. (GEB)

# TRADE AND INDUSTRIAL EDUCATION SECTION

VT 011 339
Industrial Mechanics, Curriculum Guide.

Oregon State Board of Education, Salem. Div. of Community Colleges and Career Education.
DOCUMENT NOT AVAILABLE FROM EDRS.
The Oregon State Board of Education, 942 Lancaster Drive, N.E., Salem, Oregon 97310 ($2.50).
PUB DATE - Sep69 186p.

DESCRIPTORS - *STATE CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; SECONDARY GRADES; *TEACHING GUIDES; MECHANICAL SKILLS; MECHANICAL EQUIPMENT; MAINTENANCE; INSPECTION; *SAFETY EDUCATION; EDUCATIONAL FACILITIES; *MECHANICS (PROCESS); ACCIDENT PREVENTION; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES

ABSTRACT - This curriculum guide, developed by the Division of Community Colleges and Career Education of the Oregon Board of Education as a cooperative effort of industry and education, is for teacher use in preparing Grade 11 and 12 students to enter one of a broad group of occupations in the industrial mechanics field. From a total of 1,023 occupations analyzed, five key occupations were chosen as representative of knowing and doing skills: (1) Automobile mechanic, (2) Construction equipment mechanic, (3) Diesel mechanic, (4) Garage foreman, and (5) Office machine serviceman. To acquaint individuals with systems as they apply to mechanics, to give background instruction on mechanical equipment and power supplies, and instruct in diagnostic techniques and procedures are some objectives of the course. The content is divided into four occupational specialty courses: (1) Systems Technology, (2) Inspection and Testing, (3) Techniques of Mechanical Maintenance, and (4) Communications Technology--Individualized Instruction. The first three specialty courses listed above are intended for 18 weeks, 10 hours per week. An accident prevention program for school shops and laboratories, and a suggested equipment and facilities list are appended. (GEB)

VT 011 505
Williams, Edgar, And Others
Engine Lubrication. Unit 6--Lap 1.

Hughson Union High School, Calif.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 68 14p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *LEARNING ACTIVITIES; HIGH SCHOOL STUDENTS; MANUALS; *AUTOINSTRUCTIONAL AIDS; INSTRUCTIONAL AIDS; *AUTO MECHANICS (OCCUPATION); MOTOR VEHICLES; SERVICE OCCUPATIONS
IDENTIFIERS - *ELEMENTARY AND SECONDARY EDUCATION ACT TITLE III; ESEA TITLE III; LEARNING ACTIVITY PACKAGES; LAPs

ABSTRACT - This learning activity package, developed under a grant from Elementary Secondary Education Act (ESEA) Title III, describes engine lubrication, one phase of a course in auto mechanics. Designed as a self instructional unit for individual learning for use by Modesto Junior College feeder schools, it contains: (1) Rationale, (2) Primary Idea, (3) Secondary Ideas, (4) Objectives, (5) Pretest, and (6) Activities. Assignment sheets, pretest answer sheet and bibliography are given. Additional Learning Activity Packages (LAP) are available. (GR)

VT 011 506
Williams, Edgar, And Others
Automotive Storage Battery. Lap 2.

Hughson Union High School, Calif.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 68 36p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *LEARNING ACTIVITIES; *AUTOINSTRUCTIONAL AIDS; *ELECTRIC BATTERIES; AUTO MECHANICS; BIBLIOGRAPHIC CITATIONS; ELECTRIC SYSTEMS
IDENTIFIERS - *ELEMENTARY AND SECONDARY EDUCATION ACT TITLE III; ESEA TITLE III; LEARNING ACTIVITY PACKAGES; LAPs

ABSTRACT - Developed under a grant from the Elementary and Secondary Education Act (ESEA) Title III, this learning activity presents information on the automotive storage battery. Designed as a self instructional unit for use by Modesto Junior College feeder schools, the unit provides activities to acquaint the student with the construction and operation of a storage battery. Additional Learning Activity Packages are available.

(GB)

VT 011 508
Segal, Albert J., And Others
Oxyacetylene Welding; Cutting/Brazing.

Hughson Union High School, Calif.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jul68 19p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *LEARNING ACTIVITIES; *EQUIPMENT; *WELDING; METALS; BIBLIOGRAPHIC CITATIONS; *AUTOINSTRUCTIONAL AIDS
IDENTIFIERS - *ELEMENTARY AND SECONDARY EDUCATION ACT TITLE III; ESEA TITLE III; LEARNING ACTIVITY PACKAGES; LAPs

ABSTRACT - Developed under a grant from the Elementary and Secondary Education Act (ESEA) Title III, this learning activity presents basic instruction on oxyacetylene welding. The self instructional unit is designed to give an exposure to cutting and brazing operations with the oxyacetylene equipment and requires an average of 15 days for completion. Additional Learning Activity Packages (LAP) are available. (GB)

VT 011 511
Hayhurst, Rex, And Others
Electrical Circuits. Automotive Electricity, Lap 1.

Hughson Union High School, Calif.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jul68 24p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *LEARNING ACTIVITIES; *AUTOINSTRUCTIONAL AIDS; *ELECTRICAL SYSTEMS; AUTO MECHANICS; BIBLIOGRAPHIC CITATIONS
IDENTIFIERS - *ELEMENTARY AND SECONDARY EDUCATION ACT TITLE III; ESEA TITLE III; LEARNING ACTIVITY PACKAGES; LAPs

ABSTRACT - Developed under a grant from the Elementary and Secondary Education Act (ESEA) Title III, this learning activity presents an introduction to the automotive electrical system. Designed as a self instructional unit for use by Modesto Junior College feeder schools, content cover: (1) current and voltage in circuits, (2) the operation of a diode, (3) the operation of a transistor, (4) checking voltage drop, and (5) series and parallel circuits. Additional Learning Activity Packages (LAP) are available. (GB)

VT 011 512
Hayhurst, Rex
Engine Measurements. Unit 4--Lap 3.

Hughson Union High School, Calif.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 68 12p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *LEARNING ACTIVITIES; *AUTOINSTRUCTIONAL AIDS; *ENGINES; MEASUREMENT; AUTO MECHANICS; BIBLIOGRAPHIC CITATIONS
IDENTIFIERS - *ELEMENTARY AND SECONDARY EDUCATION ACT TITLE III; ESEA TITLE III; LEARNING ACTIVITY PACKAGES; LAPs

ABSTRACT - Developed under a grant from the Elementary and Secondary Education Act (ESEA) Title III, this learning activity presents the different measurements in automotive engines. Designed as a self instructional unit, contents are: (1) primary and secondary ideas, (2) objectives, (3) activities, and (4) a bibliography. Additional Learning Activity Packages (LAP) are available. (GB)

VT 011 574
Scarito, Salvatore J.; O'Connell, John J.
Basic Automotive Carburetion and Ignition.

Bayonne High School, N.J.
Rutgers, The State Univ., New Brunswick, N.J. Curriculum Lab.
New Jersey State Dept. of Education, Trenton. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Vocational-Technical Curriculum Laboratory, Rutgers University, 4103 Building, Kilmer Campus, New Brunswick, New Jersey 08903 ($1.50).
PUB DATE - Sep70 94p.

DESCRIPTORS - *STUDY GUIDES; *AUTO MECHANICS (OCCUPATION); SHOP CURRICULUM; *VOCATIONAL EDUCATION; *TRADE AND INDUSTRIAL EDUCATION; SECONDARY GRADES
IDENTIFIERS - *CARBURETION SYSTEMS; IGNITION SYSTEMS

ABSTRACT - Developed by a committee of automotive shop teachers, this guide is for student use in high school vocational shop classes studying automotive carburetion and ignition. Contents include units on (1) safety (five lessons), (2) hand tools (four lessons), (3) carburetor (five lessons), (4) choke system (three lessons), (5) fuel pump (three lessons), (6) storage battery (three lessons), (7) coil and ballast resistor (three lessons), (8) points and condensor (three lessons), (9) distributor (four lessons), and (10) spark plugs (four lessons), with each lesson providing objective, subject information, assignments, and in some cases, equipment needed and procedures. Achievement tests keyed to each unit are appended. The manual is illustrated with numerous drawings, diagrams, figures, and photographs. (AW)

VT 011 598
Basic Electricity. Rate Training Manual.

Department of the Navy, Washington, D.C. Bureau of Naval Personnel.
MF AVAILABLE IN VT-ERIC SET.
NAVPERS 10086-B
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (D2.08.11:EL2/3/969, $4.25).
PUB DATE - 69 498p.

DESCRIPTORS - *STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *ELECTRICITY; ELECTRICIANS; ELECTRIC CIRCUITS; MILITARY TRAINING; MILITARY PERSONNEL; SAFETY; *SUPPLEMENTARY TEXTBOOKS

ABSTRACT - This study guide was developed for use by men of the U.S. Navy and Naval Reserve whose duties require a knowledge of the fundamentals of electricity. The objective of presenting the fundamentals of electricity is accomplished with the 21 chapters that include safety, a-c and d-c circuits, inductance, capacitance, motors, generators, amplifiers, and servomechanisms. The manual includes many schematics, diagrams, illustrations, and solutions to sample problems. Letters, terms, designations, formulas, codes, and mathematical information are appended. (GEB)

VT 011 917
Suggested Curriculum for Maintenance Men.

Gila River Career Center, Ariz.
Central Arizona Coll.
Arizona State Dept. of Vocational Education, Phoenix.
Four Corners Regional Commission, Ariz.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 30p.

DESCRIPTORS - *CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; VOCATIONAL EDUCATION; *MAINTENANCE; BUILDINGS; EQUIPMENT MAINTENANCE; *REPAIR; *TEACHING GUIDES; ENTRY WORKERS

ABSTRACT - This guide, adapted from material previously developed by the Gila River Career Center in cooperation with Central Arizona College, the Arizona State Department of Vocational Education, and the Four Corners Regional Commission, is intended for instructor use in a building maintenance man program. The program is designed to satisfy the following needs: (1) student transfer to training for different job classifications, (2) student transfer to Central Arizona College, (3) rapid feedback, (4) maximum individualized instruction, and (5) administrative control. Objectives include the development of an awareness of building maintenance work and a job-centered approach to generally accepted work habits, attitudes, and human relations. The course consists of nine units, each containing an outline, suggested supplemental teaching aids, and time required. (GEB)

VT 011 918
Suggested Curriculum in Automotive Occupations.

Gila River Career Center, Ariz.
Central Arizona Coll.
Arizona State Dept. of Vocational Education, Phoenix.
Four Corners Regional Commission, Ariz.
MF AVAILABLE IN VT-ERIC SET.

PUB DATE - ND 62p.

DESCRIPTORS - *CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; ATTENDANTS; *ATTENDANT TRAINING; *AUTO MECHANICS (OCCUPATION); AUTO MECHANICS; *TEACHING GUIDES; CAREER OPPORTUNITIES; VOCATIONAL EDUCATION; ENTRY WORKERS

ABSTRACT - Adapted from material previously developed by the Gila River Career Center in cooperation with Central Arizona College, the Arizona State Department of Vocational Education, and the Four Corners Regional Commission, this curriculum guide was developed for instructor use in preparing students to qualify for entry level jobs as service mechanics or service station attendants. The program is designed to satisfy six basic needs: (1) student termination before completion, (2) student transfer to the more complex job classification, (3) student transfer to Central Arizona College, (4) rapid feedback, (5) maximum of individualized instruction, and (6) administrative control. Included in the course for automotive service station attendants are nine basic units, and in the course for automobile service mechanics there are 19 basic units. Each unit contains an outline, suggested supplemental teaching aids, and the required training time for the unit. (GEB)

VT 011 930
Koert, Adrian H.
Traffic Engineering Technician Programs in the Community College.

Michigan State Univ., East Lansing. Highway Traffic Safety Center.
American Association of Junior Colleges, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
American Association of Junior Colleges, Dupont Circle, NW 410, Washington, D.C. 20036 ($1.50).
PUB DATE - 69 28p.

DESCRIPTORS - *JUNIOR COLLEGES; COURSE DESCRIPTIONS; TRAFFIC CONTROL; MOTOR VEHICLES; TRAFFIC REGULATIONS; *TECHNICAL EDUCATION; *HIGHWAY ENGINEERING AIDES; *MANPOWER NEEDS; SAFETY EDUCATION; TECHNICAL OCCUPATIONS; TRAFFIC SAFETY; *TRANSPORTATION; VEHICULAR TRAFFIC; VOCATIONAL SCHOOLS

ABSTRACT - This document, developed by the American Association of Junior Colleges with the help of the Automotive Safety Foundation, describes the possible directions that associate degree programs might take in response to recognized manpower needs in the development of traffic engineering technicians. The duties of a traffic engineering technician, job opportunities, the community college and the need for technicians, and a recommended traffic engineering technology curriculum are described. Course descriptions and a reference bibliography are also given. A related document, The Role of the Community College in Developing Traffic Specialists and Technicians, is available as ED 025 244 (RIE May 1969). (GR)

VT 012 072
Auto Mechanics; Workbook, Part 3.

California State Dept. of Education, Sacramento. Bureau of Industrial Education.
MF AVAILABLE IN VT-ERIC SET.
California State Department of Education, Fiscal Office, 721 Capitol Mall, Sacramento, California 95814 ($2.50).
PUB DATE - 70 96p.

DESCRIPTORS - *WORKBOOKS; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS; *ENGINES; LUBRICANTS; HIGH SCHOOLS; BIBLIOGRAPHIC CITATIONS; DIESEL ENGINES; MOTOR VEHICLES; *AUTO MECHANICS (OCCUPATION)

ABSTRACT - Intended for high school students, this workbook for auto mechanics was prepared by an auto mechanics instructor for the California State Department of Education under the direction of an advisory committee representing employers and employees. Units are: (1) Engine Construction and Operation, (2) Cleaning and Measuring, (3) Cylinders, (4) Crankshafts and Flywheels, (5) Connecting Rods, (6) Pistons, Pins, and Rings, (7) Valve Mechanisms, (8) Engine Lubrication, (9) Engine Cooling, and (10) Diesel Engines. Topics under each unit present objectives, a study assignment in one or more of the six reading materials, and a study guide of approximately 25 questions. A list of the instructional materials is appended. Related workbooks are available as VT 002 761 and VT 002 990 in AIM Summer 1968. (GB)

VT 012 104
Asbestos Workers; Instructor's Manual.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service.
MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($5.25 plus 25¢ postage and handling for each copy).
PUB DATE - 70 404p.

DESCRIPTORS - *CURRICULUM GUIDES; *APPRENTICESHIPS; *TRADE AND INDUSTRIAL EDUCATION; VOCATIONAL EDUCATION
IDENTIFIERS - *ASBESTOS WORKERS

ABSTRACT - Developed as an aid to apprenticeship training for asbestos workers, this manual includes 68 lessons under eight main headings, with lessons providing content, purpose of assignment, instructional materials required, references, teaching suggestions, and in some cases questions and answers or problems. Areas covered are: (1) Orientation (five lessons), (2) Safety (seven lessons), (3) Applied Math (12 lessons), (4) Applied Science (nine lessons), (5) Blueprint Reading (four lessons), (6) Sheet Metal Layout and Fabrication (eight lessons), (7) Typical Piping Layouts of a Refrigeration Processing Plant (one lesson), and (8) Materials and Methods (22 lessons). The manual is illustrated with numerous drawings, diagrams, photographs, and sample layouts. A glossary, lists of symbols, tables of weights, pressure conversions, tap and drill sizes, temperature conversions, mathematical formulas, and fraction and decimal equivalents are appended. A related learner's manual is available in this issue as VT 012 583. (AW)

VT 012 112
Basic Helicopter Handbook.

Federal Aviation Administration (DOT), Washington, D.C. Flight Standards Service.
MF AVAILABLE IN VT-ERIC SET.
AC 61-13
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (AC 61-13, $1.00).
PUB DATE - 65 105p.

DESCRIPTORS - *AIRCRAFT PILOTS; *AVIATION TECHNOLOGY; *MANUALS; TECHNICAL EDUCATION; AVIATION VOCABULARY; AEROSPACE TECHNOLOGY; *FLIGHT TRAINING; *STUDY GUIDES
IDENTIFIERS - *HELICOPTER FLIGHT TRAINING

ABSTRACT - This handbook was prepared by Flight Standards Service as a technical manual for applicants preparing for private, commercial, and flight instructor pilot certificates with a helicopter rating. Currently certified helicopter flight instructors will also find it valuable as an aid in training students, since it gives detailed coverage of helicopter aerodynamics, performance, and flight maneuvers. It does repeat information covered in "Private Pilots Handbook of Aeronautical Knowledge" (VT 012 166, also in this issue). References for additional study and a glossary are given. This handbook is profusely illustrated with line drawings and photographs. (Author/GR)

VT 012 132
Student Pilot Guide.

Federal Aviation Administration (DOT), Washington, D.C. Flight Standards Service.
MF AVAILABLE IN VT-ERIC SET.
AC 61-12 C
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (AC 61-12C, $.20).
PUB DATE - 68 35p.

DESCRIPTORS - *AIRCRAFT PILOTS; *TECHNICAL EDUCATION; *QUESTION ANSWER INTERVIEWS; *FLIGHT TRAINING; AVIATION TECHNOLOGY

ABSTRACT - This booklet, prepared by the Federal Aviation Administration of the Department of Transportation, is designed to encourage the development of civil aviation by providing guidance to prospective student pilots and those already engaged in their primary flight training. The booklet contains questions and answers on how to get pilot training, how to prepare for the private pilot written test and flight test. A sample test on general and visual flight rules, additional study materials, and directions on how to obtain study materials are given, along with a list of general aviation district offices. (GR)

VT 012 136
Maintenance Tips for Custodians.

Washington State Div. of Vocational Education, Olympia.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 35p.

DESCRIPTORS - *STUDY GUIDES; INSTRUCTIONAL MATERIALS; *RESOURCE MATERIALS; *TRADE AND INDUSTRIAL EDUCATION; ADULT VOCATIONAL EDUCATION; *CUSTODIAN TRAINING; *SCHOOL MAINTENANCE

ABSTRACT - Developed cooperatively by the Puget Sound Maintenance and Operations Association and the Office of the Washington State Superintendent of Public Instruction, this manual is designed to aid in the training of public school custodial and operational personnel. Contents provide general information for five maintenance areas, including: (1) electrical, (2) glazing, (3) grounds care, (4) hardware, and (5) plumbing, with each section broken down into specific jobs such as electrical wiring or repair of faucets. (AW)

VT 012 314
Automobile Body Repair, Workbook.

California State Dept. of Education, Sacramento. Bureau of Industrial Education.
MF AVAILABLE IN VT-ERIC SET.
Bureau of Industrial Education, State Department of Education, 721 Capitol Mall, Sacramento, California 95814 ($2.75).
PUB DATE - 70 177p.

DESCRIPTORS - *WORKBOOKS; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS; *AUTO BODY REPAIRMEN; *APPRENTICESHIPS; MOTOR VEHICLES; REPAIR; SKILLED OCCUPATIONS; AUTO MECHANICS (OCCUPATION); BIBLIOGRAPHIC CITATIONS

ABSTRACT - Intended to meet classroom needs in apprenticeship programs, this training manual workbook on automobile body repair was developed for the California State Department of Education under the direction of an advisory committee representing employers and employees. Contents are: (1) The Apprentice and His Trade, (2) Materials, (3) Tools and Equipment, (4) Basic Automobile Construction, (5) Basic Metalworking Operations, (6) Major Body Repairs, (7) Body Unit Repairs, (8) Frame and Front-End Work, (9) Special Body-Shop Jobs, (10) Painting, and (11) Estimating. Topics under each major unit include objectives, related materials, a study guide, and when appropriate, a study assignment in one or more of the four instructional texts. Appended are a glossary of trade terms and a list of additional instructional materials. (GB)

VT 012 328
Gailey, David S.
Vocational Electronics; An Integrated Secondary--Post Secondary Curriculum Guide (Tentative).

Utah State Board of Education, Salt Lake City. Office of Vocational Education.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Aug70 55p.

DESCRIPTORS - *INDUSTRIAL EDUCATION; *STATE CURRICULUM GUIDES; *ELECTRONICS; ELECTRICAL SYSTEMS; ELECTRIC CIRCUITS; COURSE CONTENT; *SECONDARY EDUCATION; HIGH SCHOOLS; *POST SECONDARY EDUCATION; ARTICULATION (PROGRAM); PROGRAM COORDINATION; ELECTRICITY

ABSTRACT - To provide curriculum articulation between secondary and postsecondary schools offering vocational electronics, this curriculum guide was developed by a workshop committee in cooperation with the Utah State Board of Education. Included are units to be covered, purposes of each unit, subunits needed to cover the unit, and objectives, written in student behavioral terms as related to each subunit. Topics are: (1) Basic Mathematics, (2) Related Physics, (3) Basic Electrical Terms and Units, (4) Measuring Instruments, (5) Resistance, Ohm's Law, Watt's Law, Kirchhoff's Law and Circuits, (6) DC Circuit Analysis, (7) Principles of Magnetism, (8) Meter Movements and Circuits, (9) Inductance and Capacitance in DC Circuits, (10) Introduction to Alternating Current, (11) Vectors and Phase in AC Circuits, (12) Inductive and Capacitive Reactance and Impedance, (13) Series and Parallel Combinations of Resistance, Inductance and Capacitance, (14) AC Circuit Analysis, and (15) The Transformer as a Coupling Circuit. (GB)

VT 012 342
An Instructor's Guide for a Program in Brake Services. Trade and Technical Education.

New York State Education Dept., Albany.
MF AVAILABLE IN VT-ERIC SET.
The Publications Distribution Unit, State Education Department, Albany, New York 12224 (single copies available).
PUB DATE - 70 51p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *TEACHING GUIDES; *AUTO MECHANICS; *MECHANICS (PROCESS); *INSTRUCTIONAL MATERIALS; MECHANICAL SKILLS; AUDIOVISUAL AIDS; TRANSPARENCIES; GLOSSARIES; BIBLIOGRAPHIC CITATIONS; COURSE CONTENT; TECHNICAL EDUCATION

ABSTRACT - To present an understanding of the automotive hydraulic brake system and to help individuals develop new skills for employment in a specialized field of automotive service, this teaching guide was developed by the New York State Education Department, Bureau of Secondary Curriculum Development. Intended for use in secondary schools or adult programs, for training new workers or upgrading existing personnel, topics cover: (1) Introduction, (2) The Brake System, (3) Types of Brakes, and (4) Diagnosis and Correction of Brake Problems. Other sections cover use of audiovisual materials, preparation and use of transparencies, a glossary, bibliography, and a suggested final examination. The material is presented as an outline on the left side of the pages with related information and teaching techniques, methods, and tips on the right side of the pages. (GB)

VT 012 432
A Planning Guide for Trade and Industrial Education Programs in Virginia's Public Schools.

Virginia State Dept. of Education, Richmond. Trade and Industrial Education Service.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Aug70 42p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *STATE CURRICULUM GUIDES; SECONDARY EDUCATION; ADULT VOCATIONAL EDUCATION; POST SECONDARY EDUCATION; DISADVANTAGED GROUPS; EDUCATIONAL PLANNING; *EDUCATIONAL PROGRAMS

ABSTRACT - This guide summarizes the recommended curriculums for trade and industrial education programs in Virginia. All public programs are considered, including postsecondary and adult education offerings. A 5 year sequential program is outlined, with 2 years of orientation followed by 3 years of in-depth training in a specific field. In addition to the three phases of the 5 year program for Grades 7 through 12, the recommended comprehensive program includes as a fourth phase the postsecondary and adult education component. In addition to its usefulness to administrators as a planning aid, the guide can help counselors, teachers, and others to understand such programs. (BH)

VT 012 485
Food for Thought; Careers in the Restaurant Industry.

Ohio State Restaurant Association, Columbus, Ohio.
DOCUMENT NOT AVAILABLE FROM EDRS.
Ohio State Restaurant Association, 40 South Third Street, Suite 418, Columbus, Ohio 43215 ($.10).
PUB DATE - 68 23p.

DESCRIPTORS - *FOOD SERVICE INDUSTRY; RESOURCE MATERIALS; *FOOD SERVICE OCCUPATIONS; *DISTRIBUTIVE EDUCATION; *CAREER OPPORTUNITIES; *OCCUPATIONAL INFORMATION

ABSTRACT - Designed to present general information on careers in the restaurant industry, this booklet of the Ohio Restaurant Association discusses: (1) job security, (2) variety in the industry, (3) working hours, (4) pay and fringe benefits, (5) opportunity for advancement, (6) job qualifications, (7) where to look for jobs in the industry, (8) different types of jobs in the restaurant industry, (9) educational requirements, and (10) a listing of schools offering vocational training in the hotel and restaurant field. The pamphlet is illustrated with numerous line drawings. (AW)

VT 012 583
Asbestos Workers; Learner's Manual.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service.
MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210.
PUB DATE - 70 367p.

DESCRIPTORS - *WORKBOOKS; *TRADE AND INDUSTRIAL EDUCATION; *APPRENTICESHIPS; *INDUSTRIAL TRAINING; REFRIGERATION MECHANICS; *SHEET METAL WORK; GLOSSARIES; ILLUSTRATIONS; BLUEPRINTS; SAFETY

ABSTRACT - Intended as an aid to apprenticeship training for asbestos workers, this learner's workbook was developed by the Ohio Trade and Industrial Education Services. Topics are: (1) Orientation, (2) Safety, (3) Applied Math, (4) Applied Science, (5) Blueprint Reading, (6) Sheet Metal Layout and Fabrication, (7) Typical Piping Layouts of a Refrigeration Processing Plant, and (8) Materials and Methods. Exercises and illustrations are presented in the lessons. A glossary and numerous tables are appended. A related document previously processed is VT 012 104, Asbestos Workers--Instructor's Manual (also in this issue). (GB)

VT 012 609
Bibliography of Training Aids. 2nd Edition.

Air Conditioning and Refrigeration Inst., Arlington, Va.
EDRS PRICE MF-$0.65 HC-$6.58
Director of Manpower Development, Air-Conditioning and Refrigeration Institute, 1815 N. Fort Myer Drive, Arlington, Virginia 22209 ($1.00).
PUB DATE - Sep70 112p.

DESCRIPTORS - *ANNOTATED BIBLIOGRAPHIES; *INSTRUCTIONAL AIDS; *AUDIOVISUAL AIDS; *AIR CONDITIONING; *REFRIGERATION; HIGH SCHOOLS; POST SECONDARY EDUCATION

ABSTRACT - A revision of ED 018 650 this annotated bibliography prepared by the Air-conditioning and Refrigeration Institute lists training materials, films, and ancillary visual aids available from 34 member companies for use in air-conditioning and refrigeration training programs. Over 160 visual training aids are listed, arranged under the following categories: (1) booklets, catalogues, and manuals, (2) technical articles and bulletins, (3) charts and tables, (4) reference guides, (5) films, (6) strip film sets, (7) slide sets, and (8) teaching models and trainers. Eighteen audiovisual aids listed include strip film and record/cassette sets, slide record sets, and sound motion films. A field service training-mobile laboratory, two guest lecturer programs, and a listing of service training materials for transport refrigeration mechanics are also given. Listings provide an identification code, title of the item, brief description, appropriate educational level, price, availability source, and additional information necessary for ordering the material. (AW)

VT 012 649
Kane, Catherine
Drapery Making--I.

Marie H. Katzenbach School for the Deaf, West Trenton, N.J.
Rutgers, The State Univ., New Brunswick, N.J. Curriculum Lab.
New Jersey State Dept. of Education, Trenton. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Vocational-Technical Curriculum Laboratory, Rutgers University, 4103 Building, Kilmer Campus, New Brunswick, New Jersey 08903 ($2.00).
PUB DATE - Jun64 216p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *SLOW LEARNERS; *DEAF; *TEXTBOOKS; *SEWING INSTRUCTION; OCCUPATIONAL HOME ECONOMICS; DEAF EDUCATION; SEMISKILLED OCCUPATIONS; TESTS; ILLUSTRATIONS; VOCABULARY

ABSTRACT - Developed by subject matter specialists of the Marie H. Katzenbach School for the Deaf and tested in schools and shops, this book was written for deaf students or slow learners who are interested in learning drapery making as a trade. Units are: (1) Introduction to Drapery Making, (2) Good Work Habits, (3) Care and Use of Tools and Equipment, (4) Fabric Study, (5) Draperies, (6) Curtains, (7) Arithmetic for Drapery Making, and (8) Instruction Sheets. Lessons containing objectives, information, vocabulary terms, assignments, and illustrations accompany each unit. A glossary and achievement tests for the units are included. (SB)

VT 012 655
Darmstadter, Neill, Comp.
Truck Driver Training; A Manual for Driver-Trainers.

American Trucking Associations, Inc., Washington, D.C. Dept. of Safety.
DOCUMENT NOT AVAILABLE FROM EDRS.
ATA Publication Number CO 920
American Trucking Associations, Inc., ATTN: Orders Section, 1616 P Street, N.W., Washington, D.C. 20036 (order no: Co920, $3.50).
PUB DATE - 70 79p.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *CURRICULUM GUIDES; TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *TRAINERS; *DRIVER EDUCATION; TRAFFIC SAFETY
IDENTIFIERS - *TRUCK DRIVER TRAINING

ABSTRACT - Developed by the American Trucking Associations' Council of Safety Supervisors, Committee on Driver Supervision and Training, this manual is intended to assist driver-trainers in conducting inservice truck driver training programs. Contents cover: (1) organizing the program, including qualifications and selection of trainers, (2) professional drivers and their impression on the public, (3) driving safety rules, (4) basic information about driving equipment, (5) equipment inspection, (6) basic techniques for operating commercial vehicles, (7) additional information necessary for operating "doubles" combination (tractor, semitrailer, full-trailer combination), (8) techniques for training and testing, (9) driver conduct at an accident scene, (10) fire prevention and control, (11) first aid, (12) checklist for driver-trainer to assure complete training, and (13) an outline of a continuing driver training program. A bibliography is also provided. (AW)

VT 012 667
Faris, Kamil J.
Refrigeration--I.

Passaic County Vocational and Technical High School, Paterson, N.J.
Rutgers, The State Univ., New Brunswick, N.J. Curriculum Lab.
New Jersey State Dept. of Education, Trenton. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Vocational-Technical Curriculum Laboratory, Rutgers University, 4103 Building, Kilmer Campus, New Brunswick, New Jersey 08903 ($3.00).
PUB DATE - Sep70 279p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *TECHNICAL EDUCATION; *LESSON PLANS; *STUDY GUIDES; *REFRIGERATION; REFRIGERATION MECHANICS; HAND TOOLS; ILLUSTRATIONS; INSTRUCTIONAL MATERIALS

ABSTRACT - This book, individually authored in cooperation with Rutgers University, presents an introduction to the principles of refrigeration in the form of lesson plans and job sheets. Intended for student use in vocational high schools and adult evening programs, the study units include: (1) Tools, (2) Copper Tubing, (3) Compressors, (4) Lubrication, (5) Gages, (6) Condensers, (7) Liquid Receivers, and (8) Evaporators. Objectives, related information, and assignments accompany the lessons of each unit, and numerous illustrations are presented to aid in understanding the tasks set forth. Unit tests are appended. (GB)

VT 012 670
Wisconsin School Bus Driver In-Service Program--First Year.

Wisconsin State Dept. of Public Instruction, Madison.
MF AVAILABLE IN VT-ERIC SET.
DE 70-002
PUB DATE - ND 65p.

DESCRIPTORS - *REFRESHER COURSES; SCHOOL BUSES; *INSERVICE COURSES; *TRADE AND INDUSTRIAL EDUCATION; STUDENT TRANSPORTATION; BUS TRANSPORTATION; DRIVER EDUCATION; *TRAFFIC SAFETY; ADULT VOCATIONAL EDUCATION; *STATE PROGRAMS; INSTRUCTIONAL MATERIALS
IDENTIFIERS - *SCHOOL BUS DRIVERS

ABSTRACT - Sponsored jointly by the Department of Public Instruction and the State of Wisconsin Vocational, Technical and Adult Education system, this refresher course for Wisconsin school bus drivers is designed to provide training beyond the minimal techniques and knowledge required of the holder of a school bus driver's license. An introductory section establishing responsibility for in-service growth is followed by units on: (1) Growth and Development of Bus Rider, covering physical, social, intellectual, and emotional differences of bus passengers, (2) Growth and Development of Bus Drivers, (3) Discipline and Behavior Problems, concerning the nature of discipline, factors that cause problems, and punishment, (4) Non-Personal Factors Influencing Transportation Problems, such as public relations, school and community policies, school-community cooperation, and effective news media, and (5) Emergency Procedures for Bus Drivers, including first aid, bad weather precautions, and emergency evacuation procedures. A table of psycho-physical traits which influence driving ability is also given. (AW)

VT 012 722
Computerized Speed Detection, VASCAR. Course Outline.

North Carolina State Dept. of Community Colleges, Raleigh. Law Enforcement Training.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 11p.

DESCRIPTORS - *VOCATIONAL EDUCATION; *TRAFFIC CONTROL; TRAFFIC SAFETY; COURSE CONTENT; INSTRUCTIONAL MATERIALS; SHORT COURSES; *COMMUNITY COLLEGES; *COURSE DESCRIPTIONS; *COMPUTER ASSISTED INSTRUCTION; WORK SHEETS

ABSTRACT - This document outlines a course designed to develop the technical skills essential for the operation of the Vascar Computer. The course includes 4 hours of classroom instruction, a field demonstration of equipment, and a 30-day practice period. Completion of these requirements and passing grades on the examinations entitles the student to a Certificate of Competence in the operation of this speed detection and traffic control computer. Course content includes (1) Historical View of the Traffic Problem, (2) Mathematical Formula for Speed, (3) Measurement of Time and Distance, (4) Method of Operation, (5) Configurations, and (6) Calibration. Attached to the course outline is a student note guide and work sheets. (JS)

VT 012 732
Johnson, William H.
Fundamentals of Welding.

Milwaukee Public Schools, Wis. Dept. of Secondary Curriculum and Instruction.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 65 192p.

DESCRIPTORS - *WELDING; *CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; SECONDARY SCHOOLS; GRADE 12; METAL WORKING OCCUPATIONS; METALS; INDUSTRIAL ARTS; TEACHING GUIDES; BIBLIOGRAPHIES; GLOSSARIES; REFERENCE MATERIALS; *WELDERS

ABSTRACT - This curriculum guide, developed by the Division of Curriculum and Instruction of the Milwaukee Public Schools working with instructors and representatives of local industrial firms, was prepared for teacher and student use in teaching the vocational and trade aspects of welding in Grade 12 of the secondary schools. The history, importance, and opportunities of the installation and maintenance of welders are some objectives that combine to provide a base for developing a sense of responsibility and acquiring the skills and knowledge necessary to secure a job. Four major divisions include: (1) Basic Arc Welding, (2) Basic Oxyacetylene Welding, (3) Tungsten Inert Gas Welding, and (4) Gas-Shielded Consumable Electrode Arc Welding. Seventy-one job sheets, illustrated by diagrams, provide objectives, references, equipment and material, procedure, and questions to be used in the recommended 180 class periods. A glossary, safety plan, safety tests, reference material, and a bibliography are included. (GEB)

VT 012 742
Johnson, William H.
Welding Technology.

Milwaukee Public Schools, Wis. Dept. of Secondary Curriculum and Instruction.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 66 238p.

DESCRIPTORS - *TEACHING GUIDES; *CURRICULUM GUIDES; *WELDING; *WELDERS; *TRADE AND INDUSTRIAL EDUCATION; VOCATIONAL EDUCATION; SECONDARY SCHOOLS; METALS; BIBLIOGRAPHIES; GLOSSARIES; SAFETY; METAL WORKING OCCUPATIONS

ABSTRACT - This teaching guide is for teacher and student use in teaching the trade and industrial aspects of welding in the secondary schools. It was developed by the Division of Curriculum and Instruction of the Milwaukee Public Schools with the help of an advisory committee of instructors and local industry representatives. The material is to be used for six public school semesters with one of the following units to be covered each semester: (1) Oxyacetylene Welding, (2) Arc Welding, (3) Advanced Oxyacetylene Welding, (4) Advanced Arc Welding, (5) Specialized Arc Welding, and (6) Gas Tungsten Arc Welding and Gas Metal-Arc Welding. A basic understanding of the installation, operation, and maintenance of welders, and an awareness of the importance of technology in the field of industry and welding are two important course objectives. Seventy-eight job sheets, many containing questions and illustrated by diagrams, present individual job objectives, references, equipment and materials, and procedure. A glossary, safety rules and tests, references, and a bibliography are included. (GEB)

VT 012 743
Industrial Drafting 1-4.

Milwaukee Public Schools, Wis. Dept. of Secondary Curriculum and Instruction.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 65 29p.

DESCRIPTORS - *CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *DRAFTING; *DRAFTSMEN; *TEACHING GUIDES; ENGINEERING DRAWING; SECONDARY GRADES; INDUSTRIAL ARTS

ABSTRACT - Developed by the Division of Curriculum and Instruction of the Milwaukee Public Schools, this curriculum guide is for instructor use in teaching industrial drafting in the secondary schools to students who intend to pursue drafting as a vocation. Objectives include providing experience in making working drawings and the development of an ability to understand, organize, and plan work in the drafting industry. The content, designed for use over four semesters, is presented in a five-column format and includes references and suggested problems. Word problems, a list of supplementary aids, and a bibliography are included. (GEB)

VT 012 747
Nimmer, Albert; Sneen, David
Graphic Arts 1-4.

Milwaukee Public Schools, Wis. Dept. of Secondary Curriculum and Instruction.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 66 101p.

DESCRIPTORS - *CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *GRAPHIC ARTS; *TEACHING GUIDES; VOCATIONAL EDUCATION; PRINTING; PHOTOGRAPHY; SECONDARY SCHOOLS; INDUSTRIAL ARTS; BIBLIOGRAPHIES; SAFETY

ABSTRACT - Developed by the Division of Curriculum and Instruction of the Milwaukee Public Schools, this curriculum guide is for teacher use in teaching four semesters of vocational graphic arts in the secondary schools. Skill development and a knowledge of the graphic arts industry are two objectives of the program, with emphasis placed on total education and helping the student become a better citizen. The first section of the guide is an outline of the information to be covered each semester, including a time schedule. The second portion is a detailed outline of each unit with aids, references, and project suggestions included. The third portion, the appendix, includes a list of slides, films, and filmstrips, a reference material list, an abbreviation code, safety program, and a bibliography of texts and periodicals. (GEB)

# GENERAL VOCATIONAL AND TECHNICAL EDUCATION SECTION

VT 009 576 ED 034 032
Training Methodology, Part IV: Audiovisual Theory, Aids and Equipment. An Annotated Bibliography. Public Health Service Publication No. 1862, PART IV.

Public Health Service (DHEW), Washington, D.C. Health Service and Mental Health Administration.
EDRS PRICE MF-$0.65 HC NOT AVAILABLE FROM EDRS.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (FS2.24:T68/PART IV, $.75).
PUB DATE - 69 89p.

DESCRIPTORS - *ANNOTATED BIBLIOGRAPHIES; *INSTRUCTIONAL MEDIA; AUDIOVISUAL AIDS; COMPUTER ASSISTED INSTRUCTION; INSTRUCTIONAL TELEVISION; VIDEO TAPE RECORDINGS; EDUCATIONAL RADIO; TELEPHONE INSTRUCTION; INSTRUCTIONAL FILMS; FILMSTRIPS; TRANSPARENCIES; INSTRUCTIONAL MATERIALS CENTERS; AUTOINSTRUCTIONAL LABORATORIES; ABSTRACTS

ABSTRACT - A total of 332 annotated references pertaining to media aspects of training are organized under the following headings: (1) Audiovisual Theory and Research, (2) Audiovisual Methods (General), (3) Audiovisual Equipment (General), (4) Computers in Instruction, (5) Television Instruction, (6) Videotape Recordings, (7) Television Facilities, (8) Radio Instruction, (9) Telephone Instruction, (10) Film Instruction, (11) Film Sources, (12) 8-Millimeter Films, (13) Filmstrips, (14) Slides, (15) Audiotape Recordings, (16) Overhead Projections, Transparencies, (17) Visual Aids--Design and Use, (18) Facilities, (19) Learning Resource Centers, (20) Multimedia Instruction--Rationale, (21) Multimedia Facilities and Equipment, (22) Auto-Instructional Laboratories, (23) Dial Access Retrieval Systems, (24) Some Administrative Factors, and (25) Guides, Other Sources. A subject index provides further assistance in locating entries. Bibliographies on other aspects of training methodology are available as VT 009 577, VT 009 579, and VT 009 580. (JK)

VT 011 285
Reference and Audio-Visual Materials of Iron and Steel, A Teacher's Guide.

American Iron and Steel Inst., New York, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jun69 103p.

DESCRIPTORS - *ANNOTATED BIBLIOGRAPHIES; *TEACHING GUIDES; *INSTRUCTIONAL MATERIALS; *REFERENCE MATERIALS; VOCATIONAL EDUCATION; *STEEL INDUSTRY; ORIENTATION MATERIALS; INSTRUCTIONAL FILMS

ABSTRACT - A revision of VT 004 684 (AIM Fall 1969), this annotated bibliography was developed by the American Iron and Steel Institute and reviewed by a committee of educators, for teacher use in selecting resource materials for courses dealing with the iron and steel industry. Over 450 pamphlets, books, charts, kits, films, and filmstrips, arranged alphabetically by title under each of these categories, are listed for the subject areas of: (1) History and Development, (2) Visits to the Mills, (3) Reports of Progress, (4) Job Opportunities, (5) Technical Information, (6) Products in Use, and (7) Production. Brief annotations are provided for each entry, as well as the grade level and subject matter areas to which the aid may be most adaptable. Also included are a title index, company index, and listing of sources and addresses from which materials described in the bulletin may be obtained. (AW)

VT 011 541
Frericks, Don, Ed.
Apprenticeship Opportunities in Ohio Appalachian Counties.

Ohio State Dept. of Education, Columbus. Div. of Guidance and Testing.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Mar68 22p.

DESCRIPTORS - *DIRECTORIES; *VOCATIONAL EDUCATION; *OCCUPATIONAL INFORMATION; *COUNSELORS; COUNSELING SERVICES; CAREER PLANNING; APPRENTICESHIPS; *STUDENT PLACEMENT; RESOURCE GUIDES

ABSTRACT - This resource guide was prepared to assist the counselor in providing career information to students. The directory identifies existing apprenticeship programs as a source of local occupational information and possible future apprenticeship opportunity, providing specific information on: (1) location of the apprenticeship programs, (2) trade involved, (3) address of contact agent, and (4) whether the program is an individual company program or a joint apprenticeship committee program. A list of names and addresses of related agencies and personnel is appended. A related document is available as VT 011 010, (ARM Spring 1971). (JS)

VT 011 797
Counselor's Guide, Outlining Career Opportunities in Business, Industry, and Professional Services through the High School Cooperative Work-Study Plan.

John H. Patterson Cooperative High School, Dayton, Ohio.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 32p.

DESCRIPTORS - *PROGRAM DESCRIPTIONS; *VOCATIONAL EDUCATION; TECHNICAL EDUCATION; COURSE DESCRIPTIONS; *COOPERATIVE EDUCATION; *CAREER PLANNING; OCCUPATIONAL INFORMATION; SECONDARY SCHOOLS; *COUNSELORS; GUIDES

ABSTRACT - Designed to acquaint principals, counselors, teachers, and coordinators with the three work-school programs currently in operation in the Dayton, Ohio school system, the following information is given for the vocational-technical program, the high school work training program, and the comprehensive high school occupational work experience program: (1) criteria for the selection of students, (2) the alternation of work and school attendance, (3) supervision, (4) curriculum, and (5) program objective. Extensive treatment is given to the Patterson High School vocational and technical programs including course descriptions and job opportunities for occupations in the divisions of (1) accounting, (2) distributive education, (3) automotive, (4) dental assistants, (5) drafting, (6) electrical, (7) electronics, (8) office education, (9) sheet metal, (10) medical arts, (11) machine trades, and (12) printing trades. Also provided is a course of studies for each of these areas. (JS)

VT 011 847
Advisory Circulars; List of Certified Pilot Flight and Ground Schools.

Federal Aviation Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
AC No: AC 140-2E
Department of Transportation, Federal Aviation Administration, Distribution Unit, TAD-484.3, Washington, D.C. 20590 (FAA Advisory Circular 140-2E).
PUB DATE - 27May69 60p.

DESCRIPTORS - *DIRECTORIES; REFERENCE MATERIALS; *SCHOOLS; *ACCREDITATION (INSTITUTIONS); *CERTIFICATION; *FLIGHT TRAINING

ABSTRACT - This directory of Federal Aviation Administration (FAA) certificated pilot schools as of January 1, 1969, lists alphabetically by state the names of more than 1,600 schools, their mailing addresses, and their school ratings as authorized by the certificate held by each school. Also provided is a rating code, document availability information, and addresses of the FAA regional offices. (Author/JS)

VT 011 895
Training Recommendations.

Air Transport and Travel Industry Training Board, Staines, Middlesex (England).
DOCUMENT NOT AVAILABLE FROM EDRS.
Air Transport and Travel Industry Training Board, Staines House 158-162 High Street, Staines, Middlesex (UK).
PUB DATE - Mar70 257p.

DESCRIPTORS - *AEROSPACE INDUSTRY; *TECHNICAL EDUCATION; *PROGRAM GUIDES; *JOB ANALYSIS; FLIGHT TRAINING; *JOB TRAINING; AIRCRAFT PILOTS; AVIATION MECHANICS; TRANSPORTATION; SUBPROFESSIONALS; PROFESSIONAL PERSONNEL; TRAINEES; TRAINERS; FOREIGN COUNTRIES; PROGRAM CONTENT; PERSONNEL SELECTIONS
IDENTIFIERS - *AIR TRANSPORT INDUSTRY; ENGLAND

ABSTRACT - This package contains training program recommendations for 17 air transport and travel occupations from the British Air Transport and Travel Industry Training Board. The recommendations, prepared by experts from the air transport industry and from appropriate educational and professional bodies, outline a systematic approach to meeting training needs and prescribe the content of appropriate training courses. The Board divides the industry into six major occupational groups: (1) Management, (2) Air Technology, (3) Ground Technology, (4) Marketing, (5) Logistics, and (6) Administration. The training recommendations are intended to apply generally to all phases of each occupational category. Each recommendation includes: (1) description of the occupation, (2) personnel selection, (3) the training program design, and (4) implementation of the training program. Additional information including examples, terminology, and personnel listings are given. (GR)

VT 011 907
Conrath, Kenneth
Advisory Committees.

Mohave County, Kingman, Ariz.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 43p.

DESCRIPTORS - VOCATIONAL EDUCATION; *COOPERATIVE EDUCATION; ADVISORY COMMITTEES; ORGANIZATION; PLANNING; *PROGRAM COORDINATION; *INSTRUCTOR COORDINATORS; *GUIDELINES; SCHOOL INDUSTRY RELATIONSHIP

ABSTRACT - The teacher-coordinator should find this handbook helpful in establishing and working with advisory committees. Suggestions and guidelines are presented for many areas of concern including: (1) need for advisory service, (2) functions of advisory committees, (3) characteristics of effective committees, (4) types of problems, (5) improvement of committee meetings, and (6) the responsibilities of the chairman, the secretary, and the school representative. This guide was prepared by a county vocational education coordinator. (JS)

VT 011 979
Terms and Definitions.

American Welding Society, Inc., New York, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
AWS A3.0-69
American Welding Society, 345 East 47th Street, New York, New York 10017 ($4.50).
PUB DATE - 69 97p.

DESCRIPTORS - *DEFINITIONS; *REFERENCE MATERIALS; REFERENCE BOOKS; *WELDING; *VOCABULARY; *TECHNICAL EDUCATION

ABSTRACT - Prepared by the American Welding Society's Committee on Definitions and Symbols, this publication provides an up-to-date listing of terms and definitions for welding processes, methods, techniques, and applications currently applied in the industry. Arranged alphabetically, the definitions fall into five categories, including: (1) terms in current industrial use, (2) terms frequently used in the industry, but for which a preferred term is defined, (3) terms used erroneously to indicate a specific operation or process, (4) terms no longer significant in the industry, and (5) obsolete terms. The latter four categories are distinguished from those of current usage (category 1) by use of a different typeface, and explanatory information is supplied for them. A section comprised of figures illustrating more than one term, or relating to comparable terms and pointing out their similarities, differences and interrelationships, is included, as well as various tables and charts of welding and allied processes. An appendix describes the criteria and reasoning employed by the Committee in formulating the definitions. (AW)

VT 012 023
A Series of Horizontally Articulated Problems on Electricity and Electronics Presented to the Partnership High Schools. Correlated Problems Approach to Integrated Knowledge.

Central Michigan Univ., Mount Pleasant.
Ford Foundation, New York, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 67 43p.

DESCRIPTORS - *ELECTRICITY; *ELECTRONICS; *TEACHING GUIDES; PROBLEM SOLVING; INTEGRATED ACTIVITIES; *INTEGRATED CURRICULUM; *INDUSTRIAL EDUCATION; ENGLISH; MATHEMATICS; VOCABULARY; SCIENCES; VOCATIONAL EDUCATION; ARTICULATION (PROGRAM); COURSE CONTENT
IDENTIFIERS - *PARTNERSHIP VOCATIONAL EDUCATION PROJECT

ABSTRACT - Developed as one phase of the Partnership Vocational Education Project, this guide on Electricity and Electronics is designed to correlate the disciplines of English, industrial education, mathematics, and science into a flexible one-semester course which may be expanded into a one-year course. The course work has been set up on the basis of problem studies involving the above disciplines. These arrangements are tentative, and intended to be used only as guides in presenting the correlated approach. Teachers are advised to study this subject area and revise as necessary. The outline plan is divided into two sections: problem study and problem related study which covers cells, generator, magnetism, RC circuits, alternating current, introduction to electronics, and introduction to computers. The problems are written to be given directly to the students, but may be added to or changed before presentation to the students. A film list, reference list, and a subject area vocabulary are given. Related documents are available as VT 012 024, VT 012 036, and VT 012 037, all in this issue, and ED 012 313 (VT 000 453, ARM Fall 1967). (GR)

VT 012 024

A Series of Horizontally Articulated Problems on Metal Technology Presented to the Partnership High Schools. Correlated Problems Approach to Integrated Knowledge.

Central Michigan Univ., Mount Pleasant.
Ford Foundation, New York, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 67 58p.

DESCRIPTORS - *METALS; *TEACHING GUIDES; PROBLEM SOLVING; *INTEGRATED ACTIVITIES; *INTEGRATED CURRICULUM; VOCATIONAL EDUCATION; TEACHING TECHNIQUES; *INDUSTRIAL EDUCATION; ENGLISH; MATHEMATICS; VOCABULARY; SCIENCES; COURSE CONTENT; ARTICULATION (PROGRAM)
IDENTIFIERS - *PARTNERSHIP VOCATIONAL EDUCATION PROJECT; METAL TECHNOLOGY

ABSTRACT - Developed as one phase of The Partnership Vocational Education Project, this guide on metal technology is designed to correlate the disciplines of English, industrial education, mathematics, and science into a flexible one-semester course which may be expanded into a one-year course. The course work has been set up on the basis of problem studies involving the correlation of the above disciplines. These arrangements are tentative, and intended only as guides in presenting the correlated approach. Teachers are advised to study this subject area and revise as necessary. The outline plan is divided into two sections: problem study and problem related study, which covers casting, melting point thermocouple, moving and removing materials (lathe and milling), welding, sheet metal and soldering, forging, alloys, corrosion, physical and chemical properties, and rigid structure. The problems are written to be given directly to the students, but may be added to or changed before presentation to the students. A film list, reference list, and subject area vocabulary are given. Related documents are available as VT 012 023, VT 012 036, and VT 012 037, all in this issue, and ED 012 313 (VT 000 453, ARM Fall 1967). (GR)

VT 012 036

A Series of Horizontally Articulated Problems on Power and Energy Presented to the Partnership High Schools. Correlated Problems Approach to Integrated Knowledge.

Central Michigan Univ., Mount Pleasant.
Ford Foundation, New York, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 67 35p.

DESCRIPTORS - *TEACHING GUIDES; COURSE CONTENT; ARTICULATION (PROGRAM); *POWER MECHANICS; PROBLEM SOLVING; *INTEGRATED CURRICULUM; ENERGY; VOCATIONAL EDUCATION; TEACHING TECHNIQUES; *INDUSTRIAL EDUCATION; ENGLISH; SCIENCES; MATHEMATICS; VOCABULARY
IDENTIFIERS - *PARTNERSHIP VOCATIONAL EDUCATION PROJECT

ABSTRACT - Developed as one phase of the Partnership Vocational Education Project, this guide on Power and Energy is designed to correlate the disciplines of English, industrial education, mathematics, and science into a flexible one-semester course which may be expanded into a one-year course. The course work is set up on the basis of problem studies involving the correlation of the above disciplines. These arrangements are tentative, and intended to be used only as guides in presenting the correlated approach. Teachers are advised to study this subject area and revise as necessary. The outline plan is divided into two sections: problem study and problem related study, which covers electrical power sources, electric generator, internal combustion engine, combustion power, and nuclear energy. The problems are written to be given directly to the students, but may be added to or changed before presentation to the students. A film list, reference list, and a subject area vocabulary are given. Related documents are available as VT 012 023, VT 012 024, and VT 012 037, all in this issue, and ED 012 313 (VT 000 453, ARM Fall 1967). (GR)

VT 012 037

A Series of Horizontally Articulated Problems on Wood Technology Presented to the Partnership High Schools. Correlated Problems Approach to Integrated Knowledge.

Central Michigan Univ., Mount Pleasant.
Ford Foundation, New York, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 67 46p.

DESCRIPTORS - *TEACHING GUIDES; ARTICULATION (PROGRAM); COURSE CONTENT; *WOODWORKING; *PROBLEM SOLVING; *INTEGRATED CURRICULUM; INTEGRATED ACTIVITIES; VOCATIONAL EDUCATION; TEACHING TECHNIQUES; *INDUSTRIAL EDUCATION; ENGLISH; MATHEMATICS; VOCABULARY; SCIENCES
IDENTIFIERS - *PARTNERSHIP VOCATIONAL EDUCATION PROJECT

ABSTRACT - Developed as one phase of The Partnership Vocational Education Project, this guide on Wood Technology is designed to correlate the disciplines of English, industrial education, mathematics, and science into a flexible one-semester course which may be expanded into a one-year course. The course work has been set up on the basis of problem studies involving the correlation of the above disciplines. These arrangements are tentative, and intended to be used only as guides in presenting the correlated approach. Teachers are advised to study this subject area and revise as necessary. The outline plan is divided into two sections: problem study and problem related study, which covers templated analysis, testing fasteners and adhesives, wood lamination, structures and trusses, wood finishes, wood resistance to extreme conditions, thermal properties, and pattern-making. The problems are written to be given directly to the students, but may be added to or changed before presentation to the students. A film list, reference list, and a subject area vocabulary are given. Related documents are available as VT 012 023, VT 012 024, and VT 012 036, all in this issue and ED 012 313 (VT 000 453, ARM Fall 1967). (GR)

VT 012 075
A Guide for Driver and Traffic Safety Education in New Jersey High Schools.

New Jersey State Dept. of Education, Trenton. Div. of Curriculum and Instruction.
MF AVAILABLE IN VT-ERIC SET.
Curriculum and Instruction Division Administration, Supervision and Curriculum Services, New Jersey State Department of Education, 225 West State Street, P.O. Box 2019, Trenton, New Jersey 08625.
PUB DATE - 70 113p.

DESCRIPTORS - *CURRICULUM GUIDES; *DRIVER EDUCATION; *TRAFFIC SAFETY; SECONDARY GRADES; *UNITS OF STUDY (SUBJECT FIELDS); *PROGRAM GUIDES

ABSTRACT - This guide provides an outline of major topics, suggesting progression, techniques, references and materials intended to aid New Jersey teachers and administrators in developing effective high school driver and traffic safety education programs. Contents include sections on: (1) Organization and Administration, covering designation of responsibility and general information on the course, teachers, and students, (2) Classroom--Course Content and Presentation, including teaching and evaluation techniques and 10 classroom instructional units, (3) Practice Driving and Observation, including eight units of behind-the-wheel instruction, (4) Special Teaching Aids, such as off-street parking areas, multiple-car driving ranges, driving simulators, and special testing devices, and (5) Visual Aids and Reference Materials. Samples of correspondence with parents, time allotment and scheduling guidelines, various forms and records, equipment sources, and special instructional materials are appended. (AW)

VT 012 100
Merchandising Your Community, Tourist Courtesy and Information; Instructor's Guide.

Louisiana State Dept. of Education, Baton Rouge.
MF AVAILABLE IN VT-ERIC SET.
Distributive Education Section, Louisiana State Department of Education, P.O. Box 44064-Capitol Station, Baton Rouge, Louisiana 70804 ($2.00).
PUB DATE - 68 48p.

DESCRIPTORS - *TEACHING GUIDES; *VOCATIONAL EDUCATION; *SERVICE OCCUPATIONS; *TOURISM; BIBLIOGRAPHIES; RECREATIONAL FACILITIES; RECREATIONAL ACTIVITIES; VACATION PROGRAMS
IDENTIFIERS - LOUISIANA

ABSTRACT - Prepared by the Louisiana State Department of Education, this teaching guide is for use in conducting a 10-hour clinic designed to help tourist-service personnel become aware of the tourist opportunities in their area and the need for better reception and care of tourists. Units are: (1) Introduction, (2) What Our Area Offers, (3) How Good Is Our Community, (4) What Other Places in Louisiana Offer, and (5) Courtesy and Its Rewards. Objectives, materials, teaching aids, instructional outlines, and teaching suggestions accompany the units. Sample handout sheets are appended, and a bibliography is included. (SB)

VT 012 105
Flight Instructor's Handbook.

Federal Aviation Administration (DOT), Washington, D.C. Flight Standards Service.
MF AVAILABLE IN VT-ERIC SET.
AC 61-16A
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402
(AC 61-16A, $1.25).
PUB DATE - 69 109p.

DESCRIPTORS - *STUDY GUIDES; *RESOURCE MATERIALS; TEACHING GUIDES; *TECHNICAL EDUCATION; *AIRCRAFT PILOTS; *FLIGHT TRAINING; ADULT VOCATIONAL EDUCATION

ABSTRACT - Prepared by the Flight Standards Service of the Federal Aviation Administration, this guide is for use both by pilots preparing to apply for flight instructor certificates, and as a reference by certificated flight instructors. Contents cover: (1) basic concepts of teaching and learning, (2) teaching methods, (3) basic aerodynamics useful for flight instruction, including various illustrations, (4) aeromedical information needed by flight instructors, (5) integrated flight instruction, on teaching the performance of flight maneuvers both by outside visual references and solely by reference to flight instruments from the first time each maneuver is introduced, (6) flight training syllabus, (7) responsibilities of flight instructors, and (8) analyses of flight training maneuvers and procedures, for use in preparing pilot training courses and lesson plans. The manual should be used in conjunction with the (pending) Federal Aviation Agency "Flight Training Manual" and the "Private Pilot (Airplane) Flight Training Guide" available as VT 012 212 (also in this issue). (AW)

VT 012 107
Refresher Courses for Private and Commercial Pilots.

Federal Aviation Agency (DOT), Washington, D.C. Flight Standards Service.
MF AVAILABLE IN VT-ERIC SET.
AC 61-10.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402
(AC 61-10, $.25).
PUB DATE - 64 27p.

DESCRIPTORS - *CURRICULUM GUIDES; TEACHING GUIDES; *TECHNICAL EDUCATION; *FLIGHT TRAINING; *AIRCRAFT PILOTS; ADULT VOCATIONAL EDUCATION; *REFRESHER COURSES

ABSTRACT - Prepared by the Flight Standards Service of the Federal Aviation Agency, this guide is for use in planning and conducting refresher courses for both private and commercial pilots wishing to improve or upgrade their piloting skills. Contents include a general pilot refresher course and an instrument pilot refresher course, with each providing both ground and flight instruction. Flight instructor's endorsements including sample logbook entries and graduation certificates are also given. The courses should be taught by certificated instructors. (AW)

VT 012 108
Pilot Transition Courses for Complex Single-Engine and Light Twin-Engine Airplanes.

Federal Aviation Administration, Washington, D.C. Flight Standards Service.
MF AVAILABLE IN VT-ERIC SET.
AC 61-9
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402
(AC 61-9, $.20).
PUB DATE - May64 17p.

DESCRIPTORS - *STUDY GUIDES; TRADE AND INDUSTRIAL EDUCATION; *AIRCRAFT PILOTS; *FLIGHT TRAINING; ADULT VOCATIONAL EDUCATION; *TECHNICAL EDUCATION

ABSTRACT - Prepared by the Flight Standards Services of the Federal Aviation Agency, this guide is intended for use by certificated airplane pilots wishing to make the transition to more complex or more modern light twin-engine airplane. Contents consists of: (1) training for checkouts of complex single-engine and light twin-engine airplanes, (2) checkout procedures and standards, including preflight examination, flight maneuvers and procedures, use of radio and special equipment, and emergencies, and (3) flight instructors' endorsements and recommendations, including logbook endorsements, multiengine rating recommendations, and sample graduation certificate. (AW)

VT 012 111
Instrument Rating (Airplane) Written Test Guide.

Federal Aviation Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
AC 61-8B.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402
(AC 61-8B, $.70).
PUB DATE - 69 52p.

DESCRIPTORS - *STUDY GUIDES; RESOURCE MATERIALS; *TECHNICAL EDUCATION; *AIRCRAFT PILOTS; *FLIGHT TRAINING; ADULT VOCATIONAL EDUCATION; *TESTS; AVIATION TECHNOLOGY

ABSTRACT - Prepared by the Federal Aviation Administration, this guide is intended to assist pilots preparing for the airplane instrument rating, by outlining the scope of the written test and directing applicants to appropriate study materials. Contents detail subject areas covered in the test and indicate areas of aviation knowledge in which instrument pilots should be well informed. A study outline and sample test with answers and explanations are also included. Various aircraft data, charts, maps, excerpts from Airman's Information Manual, and weather information are appended. (AW)

VT 012 146
Instrument Pilot, Airplane. Flight Test Guide.

Federal Aviation Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
AC 61-17A
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402
(AC 61-17A, $.15).
PUB DATE - Apr67 18p.

DESCRIPTORS - *AIRCRAFT PILOTS; *TECHNICAL EDUCATION; *INSTRUMENTATION; *STUDY GUIDES; AEROSPACE TECHNOLOGY; AVIATION TECHNOLOGY; AVIATION VOCABULARY
IDENTIFIERS - *INSTRUMENT PILOT

ABSTRACT - This guide, prepared by the Flight Standards Service of the Federal Aviation Administration, was developed to assist the applicant in preparing for instrument rating flight test. It is designed to give information concerning procedures, standards, and maneuvers which apply to the instrument rating flight test outlined in Part 61 of the Federal Aviation Regulations. Both the applicant and the flight instructor should find this guide helpful in preparing for the instrument rating flight test. (GR)

VT 012 147
Airline Transport Pilot (Airplane); Written Test Guide.

Federal Aviation Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
AC 61-18B
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402
(AC 61-18B, $.55).
PUB DATE - 68 50p.

DESCRIPTORS - *AEROSPACE TECHNOLOGY; *TESTS; *AIRCRAFT PILOTS; *TECHNICAL EDUCATION; AVIATION TECHNOLOGY; MULTIPLE CHOICE TESTS; ACHIEVEMENT TESTS; TABLES (DATA)
IDENTIFIERS - *AIRLINE TRANSPORT PILOT

ABSTRACT - This guide is prepared by the Federal Aviation Administration to assist applicants who are preparing for the Airline Transport Pilot (Airplane) Written Test. It describes the type and scope of knowledge covered in the tests, lists reference materials available from the U.S. Government Printing Office, and presents sample questions. As a convenience to applicants, those portions of the Federal Aviation Regulations concerning general elegibility and aeronautical experience requirements for the certificate have been included. (GR)

VT 012 149
Flight Training Handbook.

Federal Aviation Agency, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.

AC 61-21
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (AC 61-21, $1.25).
PUB DATE - 65 143p.

DESCRIPTORS - *AIRCRAFT PILOTS; *TECHNICAL EDUCATION; *MANUALS; AEROSPACE TECHNOLOGY; AVIATION TECHNOLOGY; *STUDY GUIDES; INSTRUCTIONAL MEDIA; *FLIGHT TRAINING

ABSTRACT - This Flight Training Handbook, prepared by the Federal Aviation Agency, has been revised to bring it into line with changes in general aviation operations and aircraft which have occurred progressively since its original publication. The guide was prepared for the use of (1) student pilots who are learning to fly, (2) pilots improving their qualifications or preparing for additional ratings, and (3) flight instructors in the conduct of instruction for students and certified pilots. It provides information and direction in the introduction and performance of training maneuvers. A glossary of aeronautical terms is given. (GR)

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VT 012 150
Airframe and Powerplant Mechanics Certification Guide.

Federal Aviation Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
AC 65-2A
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (AC 65-2A, $.65).
PUB DATE - 68 65p.

DESCRIPTORS - *TECHNICAL EDUCATION; *CERTIFICATION; *AVIATION MECHANICS; *STUDY GUIDES; AEROSPACE TECHNOLOGY; AVIATION TECHNOLOGY; INSTRUCTIONAL MEDIA; AVIATION VOCABULARY
IDENTIFIERS - AIRFRAME MECHANICS; POWERPLANT MECHANICS

ABSTRACT - This guide, prepared by the Flight Standards Service of the Federal Aviation Administration (FAA) provides information to prospective airframe and powerplant mechanics and other persons interested in the certification of mechanics. It contains information about the certificate requirements, application procedures, and the mechanic written, oral, and practical tests. Federal Aviation Regulations, FAA regional map, and a listing of FAA Regional Offices and Flight Standards District Offices are given. (GR)

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VT 012 152
Instrument Flying Handbook.

Federal Aviation Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
AC 61-27A
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (AC 61-27A, $2.50).
PUB DATE - 68 260p.

DESCRIPTORS - *AIRCRAFT PILOTS; *FLIGHT TRAINING; *TECHNICAL EDUCATION; *MANUALS; INSTRUCTIONAL MEDIA; AEROSPACE TECHNOLOGY; AVIATION TECHNOLOGY; AVIATION VOCABULARY; *INSTRUMENTATION
IDENTIFIERS - *INSTRUMENT FLYING

ABSTRACT - The Instrument Flying Handbook, prepared by the Flight Standards Service of the Federal Aviation Administration (FAA), was developed in response to the increased flight activity and continuing requests from individuals and training organizations for an FAA handbook oriented to civilian instrument flying. This handbook, together with Aviation Weather (GPO publication AC 00-6) or an equivalent text on meteorology, will provide the student with the basic information needed to acquire an FAA instrument rating. The book is designed for the reader who holds at least a private pilot certificate and who is knowledgeable in all areas discussed in the "Private Pilots Handbook of Aeronautical Knowledge" (VT 012 166, also in this issue). The book is profusely illustrated with line drawings and photographs. (GR)

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VT 012 153 ED 047 092
FEC Bibliography--A Reference Listing of Electrification Education Programs and Materials.

Farm Electrification Council, Oak Brook, Ill.
EDRS PRICE MF-$0.65 HC-$3.29
Farm Electrification Council, Box 1008, Oak Brook, Illinois 60523 ($3.75, or free from

state farm electrification councils).
PUB DATE - ND 55p.

DESCRIPTORS - *VOCATIONAL EDUCATION; *ELECTRICITY; *BIBLIOGRAPHIES; *RESOURCE MATERIALS; AGRICULTURAL EDUCATION; VOCATIONAL AGRICULTURE; TRADE AND INDUSTRIAL EDUCATION; INSTRUCTIONAL AIDS
IDENTIFIERS - 4-H CLUB ELECTRIC PROJECT

ABSTRACT - Intended as a helpful bibliography of electrification teaching materials, this book was prepared by the Farm Electrification Council. The teaching materials listed are prepared for specific purposes and areas of instruction such as vocational agriculture, technical occupations, trade and industry, and 4-H Club Electric Project work. Titles, personal and institutional authors, page count, date, cost, grade level, and addresses are included for the more than 400 course outlines, guides, texts, manuals, bulletins, and visual aids. The educational levels are identified as primary school, secondary school and postsecondary school. (GB)

VT 012 160
Federal Aviation Regulations; Written Examination Guide for Private, Commercial, and Military Pilots.

Federal Aviation Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
AC 61-34
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (AC-61-34, $.50).
PUB DATE - 67 39p.

DESCRIPTORS - *AEROSPACE TECHNOLOGY; *TESTS; *AIRCRAFT PILOTS; *FLIGHT TRAINING; TECHNICAL EDUCATION; AVIATION TECHNOLOGY

ABSTRACT - This guide is prepared by the Federal Aviation Administration to assist both military and civilian pilots on Federal Aviation Regulations as they pertain to certification. It outlines the scope of the basic knowledge required of civilian pilots who are studying regulations for certification of private and commercial pilots. The guide includes references recommended for use in any study program aimed at acquiring complete information in the applicable regulatory areas, and provides sample test items. It also gives the answers to these test items, their explanations, and the appropriate regulation to which both may be referenced. Additional test items without answers are included. (GR)

VT 012 165
Instrument Flight Instructor; Written Examination Guide.

Federal Aviation Agency, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
AC 61-29
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (AC 61-29, $1.00).
PUB DATE - 66 87p.

DESCRIPTORS - *AEROSPACE TECHNOLOGY; *TESTS; *AIRCRAFT PILOTS; *FLIGHT TRAINING; TECHNICAL EDUCATION; AVIATION TECHNOLOGY; MULTIPLE CHOICE TESTS; ACHIEVEMENT TESTS
IDENTIFIERS - *INSTRUMENT FLIGHT INSTRUCTOR EXAMINATION GUIDE

ABSTRACT - This examination guide was prepared by the Federal Aviation Agency to assist applicants preparing for the Instrument Flight Instructor Written Examination. It outlines the scope of the basic aeronautical knowledge requirements for an instrument flight instructor; acquaints the applicant with source material that may be used to acquire this basic knowledge; and presents a sample examination with answers and explanations to the sample test items and many illustrations used in the current Instrument Flight Instructor Written Examination. (GR)

VT 012 166
Private Pilot's Handbook of Aeronautical Knowledge.

Federal Aviation Agency, Washington, D.C. Flight Standards Service.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (AC 61-23, $2.75).
PUB DATE - 65 182p.

DESCRIPTORS - *MANUALS; *FLIGHT TRAINING; *TECHNICAL EDUCATION; *AVIATION TECHNOLOGY; CHARTS; WRITING EXERCISES; INDUSTRIAL TECHNOLOGY; *AIRCRAFT PILOTS

ABSTRACT - Responding to requests from applicants for private pilot certification, flight instructors, and flying school staffs, the Federal Aviation Agency (FAA) developed this private pilot handbook. This handbook tells the private pilot how to use the Airman's Information Manual, data in FAA-approved Airplane Flight Manuals, and basic instruments required for airplane attitude control. The 10 subject areas in which an applicant for private pilot certification may be tested are covered in this handbook including (1) Principles of Flight, (2) Weather, (3) Navigation, (4) Aircraft and Engine Operation, (5) Flight Instruments, and (6) Flight Planning. Also included are numerous illustrations, selected exam-o-grams, and answers to the exercises. A related document is available as VT 012 167 (also in this issue). (Author/JS)

VT 012 167
Private Pilot; Written Examination Guide.

Federal Aviation Administration (DOT), Washington, D.C. Flight Standards Service.
MF AVAILABLE IN VT-ERIC SET.
AC 61-32
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (AC 61-32, $1.75).
PUB DATE - 67 112p.

DESCRIPTORS - *STUDY GUIDES; *TESTS; *AIRCRAFT PILOTS; *TECHNICAL EDUCATION; *FLIGHT TRAINING; AVIATION TECHNOLOGY; CHARTS; WRITING EXERCISES; INDUSTRIAL EDUCATION

ABSTRACT - Prepared to supplement the Private Pilot's Handbook of Aeronautical Knowledge this study guide should be of interest to those planning to take the private pilot's examination. Developed by the Federal Aviation Administration the guide includes 71 exercises and answers, covering material in each section of the handbook as well as a sample examination. Among the sections included in the review are (1) Principles of Flight, (2) Weather, (3) Navigation, (4) Aircraft and Engine Operation, (5) Flight Planning, and (6) Flight Instruments. This guide is to be used with the Dallas Sectional Aeronautical Chart, which has not been filmed but is available commercially or included with the guide when ordered from the source of availability listed above. The Private Pilot's Handbook is available as VT 012 166 (also in this issue). (JS)

VT 012 187
Serwold, John C.
Skill Brochure for Employers and Technicians in Oceanography Technology. A Two-Year Degree in Applied Marine Sciences.

Shoreline Community Coll., Seattle, Wash.
National Science Foundation, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 17p.

DESCRIPTORS - *VOCATIONAL EDUCATION; TECHNICAL EDUCATION; *CURRICULUM; *COURSE CONTENT; *OCEANOGRAPHY; *MARINE TECHNICIANS; BIOLOGICAL SCIENCES; COMMUNITY COLLEGES; SUBPROFESSIONALS; MARINE BIOLOGY; POST SECONDARY EDUCATION; MANUALS

ABSTRACT - This brochure presents a description of the curriculum for students in Oceanography Technology in a 2-year degree program in Applied Marine Sciences at Shoreline Community College in Seattle, Washington. This manual is prepared so that future employers and employees might understand the potential of the technicians who complete the program. A complete curriculum outline includes a course description and course hours for 31 courses. (GB)

VT 012 188
Serwold, John C.
Skill Brochure for Employers and Technicians in Marine Biology Technology; A Two-Year Degree in Applied Marine Sciences.

Shoreline Community Coll., Seattle, Wash.
National Science Foundation, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 18p.

DESCRIPTORS - *VOCATIONAL EDUCATION; *TECHNICAL EDUCATION; *CURRICULUM GUIDES; COURSE CONTENT; *MARINE BIOLOGY; OCEANOLOGY; MARINE TECHNICIANS; SUBPROFESSIONALS; POST

SECONDARY EDUCATION; BIOLOGICAL SCIENCES; COMMUNITY COLLEGES

ABSTRACT - This brochure presents a description of the curriculum for students in Marine Biology Technology in a 2-year degree program in Applied Marine Sciences at Shoreline Community College in Seattle, Washington. This manual is prepared so that future employers and employees might understand the potential of the technicians that complete the program. A complete curriculum outline includes a course description and course hours for 30 courses. (GB)

VT 012 189
Zbar, Paul B.
Instructor's Guide for Basic Electricity and Basic Electronics, Third Edition.

Voorhees Technical Inst., New York, N.Y.
Electronic Industries Association, Washington, D.C.
DOCUMENT NOT AVAILABLE FROM EDRS.
Electronic Industries Association, Consumer Electronics Group, 2001 Eye Street, Washington, D.C. 20006.
PUB DATE - 67 48p.

DESCRIPTORS - *ELECTRICITY; *ELECTRONIC TECHNICIANS; *ELECTRONICS; *LABORATORY MANUALS; TEACHING GUIDES; *INDUSTRIAL EDUCATION; TECHNICAL EDUCATION; COURSE CONTENT

ABSTRACT - This instructor's guide, part of a series of instructional manuals written under the guidance of an industry advisory committee of representatives of Electronics Industries Association member companies, contains 49 experiments in Basic Electricity and 48 experiments in Basic Electronics. It is intended for use in vocational-technical schools, academic high schools, technical institutes, community colleges, and industrial training and Armed Forces training programs. It provides a complete and tested laboratory program in electric circuits, D-C and A-C, and in semiconductor (solid-state) and vacuum tube devices and circuits, closely integrated with a recommended outline for classroom instruction. The introductory information contains basic discussions of circuits and of testing and measurement techniques. Solutions and sample problems are included, as are sample graphs and interpretations of these graphs. Other documents in this series are available as VT 012 197-VT 012 199, also in this issue. (GB)

VT 012 192
How to Train Workers on the Job.

Manpower Administration (DOL), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 30p.

DESCRIPTORS - *VOCATIONAL EDUCATION; *ON THE JOB TRAINING; *EDUCATIONAL PROGRAMS; INDUSTRY; *TEACHING TECHNIQUES; STANDARDS; TESTS; JOB ANALYSIS; PROGRAM PLANNING; *MANUALS

ABSTRACT - This manual contains content and suggested techniques that are designed to help a skilled worker become a skilled instructor. Sections are: (1) What Is On-the-Job Training, (2) Knowledge Versus Instruction, (3) Challenges to the Instructor, (4) Problems of the Instructor, (5) The Need for a Program Plan, (6) Job and Instructor Training Pattern, (7) Importance of Job Analysis, (8) Instructor's Outline, (9) Standards for the Trainee and Trainer, (10) The Coaching Process, (11) Tests as Training Tools, (12) The Job Log, and (13) Continuing Self-Development. Examples augment the text, and a chart of additional information sources is provided. An earlier edition of the manual is available as VT 003 246 (ARM Winter 1968). (SB)

VT 012 196
Parachute Rigger Certification Guide for Senior Parachute Rigger and Master Parachute Rigger.

Federal Aviation Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
AC 65-5
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (AC 65-5, $.15).
PUB DATE - 67 31p.

DESCRIPTORS - *AVIATION TECHNOLOGY; AEROSPACE TECHNOLOGY; AEROSPACE INDUSTRY; *TECHNICAL EDUCATION; *CERTIFICATION; STUDY GUIDES; INSTRUCTIONAL MEDIA
IDENTIFIERS - *PARACHUTE RIGGER

ABSTRACT - This guide, prepared by the Flight Standards Service of the Federal Aviation Administration, is intended to provide information on how to apply for the parachute rigger certificate or rating and to assist the applicant in preparing for the written, oral, and practical tests. This guide is not intended to be used as a technical manual for instructional or reference purposes in the construction, packing, maintenance, alteration, or use of parachutes. Review questions, a sample test and answers, parachute rigger symbols, and a listing of Air Carrier District Offices and General Aviation District Offices are given. (GR)

VT 012 197
Zbar, Paul B.
Instructor's Guide for Electronic Instruments and Measurements. Laboratory Manual for Electronics Technicians.

Voorhees Technical Inst., New York, N.Y.
Electronic Industries Association, Washington, D.C.
DOCUMENT NOT AVAILABLE FROM EDRS.
Electronic Industries Association, Consumer Electronics Group, 2001 Eye Street, Washington, D.C. 20006.
PUB DATE - 65 21p.

DESCRIPTORS - *ELECTRONICS; TEACHING GUIDES; COURSE CONTENT; *ELECTRONIC EQUIPMENT; *INDUSTRIAL EDUCATION; *LABORATORY MANUALS; *ELECTRONIC TECHNICIANS; TECHNICAL EDUCATION

ABSTRACT - This instructor's guide, part of a series of instructional manuals developed by the Electronic Industries Association in collaboration with Voorhees Technical Institute, provides information for training technicians in technical schools and colleges, industrial and apprentice training, and Armed Forces programs in the use of electronic instruments and measurements. It provides a laboratory program closely correlated with recommended classroom instruction. Contents include: (1) a general introduction, (2) electronic instruments and measurements, (3) laboratory and classroom description, (4) test instruments and component parts requirements, (5) course outline, and (6) a course schedule. Other documents in this series are available as VT 012 189, VT 012 198 and VT 012 199, all in this issue. (GR)

VT 012 198
Zbar, Paul B.
Instructor's Guide for Industrial Electronics. Laboratory Manual for Electronics Technicians.

Voorhees Technical Inst., New York, N.Y.
Electronic Industries Association, Washington, D.C.
DOCUMENT NOT AVAILABLE FROM EDRS.
Electronic Industries Association, Consumer Electronics Group, 2001 Eye Street, Washington, D.C. 20006.
PUB DATE - 60 39p.

DESCRIPTORS - *ELECTRONIC TECHNICIANS; *TEACHING GUIDES; ELECTRONIC EQUIPMENT; TECHNICAL EDUCATION; *LABORATORY MANUALS; *INDUSTRIAL EDUCATION; *ELECTRONICS; COURSE CONTENT

ABSTRACT - This laboratory manual and instructor's guide, part of a series of instructional manuals developed by the Voorhees Technical Institute in collaboration with the Electronic Industries Association, is intended to provide standards in a field which is not well defined, and is an effort to modernize, improve the level, and extend the scope of instruction in the training of industrial electronics technicians. Major topics of this guide are: (1) course description and job title listing, (2) objectives of course, nature of program, and text and reference books, (3) descriptions of electronics laboratory and classroom, (4) test-instrument requirements, (5) requirements for bread-board trainer and experimental kit parts, (6) tool requirements, (7) equipment repair and maintenance suggestions, (8) demonstrations and visual aids, and (9) a course outline and schedule. Other documents in this series are available as VT 012 189, VT 012 197, and VT 012 199, all in this issue. (GR)

VT 012 199
Zbar, Paul B.; Schildkraut, Sid
Instructor's Guide for Basic Television and Television-Receiver Servicing. Laboratory Manual for Radio and Television Technicians.

Electronic Industries Association, Washington, D.C.

DOCUMENT NOT AVAILABLE FROM EDRS.
Electronic Industries Association, Consumer Electronics Group, 2001 Eye Street, Washington, D.C. 20006.
PUB DATE - 58 61p.

DESCRIPTORS - *TEACHING GUIDES; *INDUSTRIAL EDUCATION; COURSE CONTENT; *TELEVISION REPAIRMEN; *ELECTRONIC EQUIPMENT; TECHNICAL EDUCATION; SERVICE OCCUPATIONS; RADIO; TELEVISION; SUBPROFESSIONALS

ABSTRACT - This instructor's guide, part of a series of manuals prepared by the Electronic Industries Association for use in vocational, trade, and technical schools, was developed primarily for the training of radio and television technicians. It should also provide a firm basis for specialized training in any field of electronics. This manual correlates laboratory experiments and work projects with classroom instruction. It deals with the current products, practices, and techniques of the industry. Included are: (1) objectives, limitations, and texts for the course, (2) television laboratory and classroom needs, (3) test-instrument requirements, (4) component parts description, (5) tool requirements, (6) television-receiver requirements and modifications, (7) parts requirements, (8) description of special connectors and jigs, (9) list of defects for trouble-shooting jobs, (10) list of demonstrations and visual aids, and (11) a course outline and course schedule. Other documents in this series are available as VT 012 189 and VT 012 197-VT 012 198, all in this issue. (GB)

VT 012 212
Private Pilot (Airplane) Flight Training Guide.

Federal Aviation Agency, Washington, D.C. Flight Standards Service.
MF AVAILABLE IN VT-ERIC SET.
AC 61-2A
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (AC 61-2A, $1.00).
PUB DATE - 64 92p.

DESCRIPTORS - *AIRCRAFT PILOT; *TECHNICAL EDUCATION; *AVIATION TECHNOLOGY; *INSTRUCTIONAL MATERIALS; *FLIGHT TRAINING; AEROSPACE TECHNOLOGY
IDENTIFIERS - *PRIVATE PILOT TRAINING

ABSTRACT - This guide, prepared by the Flight Standards Service of the Federal Aviation Agency, is intended to assist flight instructors in planning the flight training of primary students. It contains a syllabus useful to an instructor in providing instruction in all of the fundamentals, procedures, and flight maneuvers necessary for proficient and safe flying. The syllabus is divided into lessons, each representing a unit of training important to a pilot course. (GB)

VT 012 227 ED 045 832
Build Our American Communities; A Community Development Program for High School and Young Adult Groups.

Farmers Home Administration (DOA), Washington, D.C.
EDRS PRICE MF-0.65 HC-$6.58
PUB DATE - Jan70 127p.

DESCRIPTORS - *VOCATIONAL EDUCATION; *PROGRAM GUIDES; ORGANIZATIONS (GROUPS); *COMMUNITY DEVELOPMENT; *COMMUNITY PROGRAMS; *COMMUNITY ACTION; RURAL AREAS; URBAN AREAS; OBJECTIVES; PROBLEMS; BIBLIOGRAPHIC CITATIONS

ABSTRACT - Intended for organizations and groups for use as a basis for action in building a program of community development, this program guide was developed by a task force appointed by the Farmers Home Administration and the Future Farmers of America. Emphasis in the program is on group learning and action which will result in individual attitudes, concepts, and interest necessary for future progress in community development. Topics are: (1) Why Community Development, (2) Characteristics of a Viable Community, (3) Analyzing a Community's Resources, (4) Community Development Projects, and (5) Telling What Has Been Learned and Accomplished. The first three units contain objectives, introduction, interest approach, discussion, problems, assignments, references, and unit tests. Units 4 and 5 are divided into numbered study sections, each dealing with a major area of community development or public relations. (GB)

VT 012 238
Laboratory Manual for Waterworks Operators.

Missouri Div. of Health, Jefferson City.

MF AVAILABLE IN VT-ERIC SET.
The Division of Health of Missouri of the Department of Public Health and Welfare, Jefferson City, Missouri 65101 (no charge).
PUB DATE - Jan70 41p.

DESCRIPTORS - *VOCATIONAL EDUCATION; *TECHNICAL EDUCATION; *WATER RESOURCES; UTILITIES; *LABORATORY MANUALS; CHEMISTRY; INSTRUCTIONAL MATERIALS; CHEMICAL ANALYSIS; *HEALTH PERSONNEL; LABORATORIES

ABSTRACT - Compiled by the Division of Health of Missouri to aid nontechnical waterworks personnel in operation of public water supplies, this manual contains some theoretical aspects of water chemistry and laboratory procedures. Contents are: (1) Alkalinity, (2) Turbidity, (3) Hardness, (4) Hydrogen-ion Concentration--pH, and (5) Stability. The document is intended as a link between the theoretical and practical application of chemistry to water treatment and as an aid in the interpretation of the routine analyses performed in the laboratory. The operator should have some background training in the science of pure chemistry to benefit from the manual. (GB)

VT 012 341
Real Estate Appraising; A Suggested Adult Education Course.

New York State Education Dept., Albany. Bureau of Continuing Education Curriculum Development.
MF AVAILABLE IN VT-ERIC SET.
The Publications Distribution Unit, State Education Department, Albany, New York 12224 (single copies available).
PUB DATE - 70 54p.

DESCRIPTORS - *CURRICULUM GUIDES; TEACHING GUIDES; *ADULT VOCATIONAL EDUCATION; *PROPERTY APPRAISAL; REAL ESTATE OCCUPATIONS; *REAL ESTATE

ABSTRACT - Designed to assist teachers in conducting adult classes in real estate appraisal, this guide presents basic introductory material on methods of appraising. Twelve lessons, each providing objectives, content outline, and teaching suggestions, are presented, covering: (1) Appraisal of Real Estate, (2) Real Property and Value, (3) Basic Principles of Real Property Value, (4) The Appraisal Process, (5) Area, City, and Neighborhood Data and Their Analysis, (6) Site Analysis and Site Valuation, (7) The Cost Approach, (8) Depreciation, (9) Market Approach, (10) Income Approach, (11) Final Estimate of Value, and (12) The Appraisal Report. A bibliography is also included. The course should be taught by a qualified real estate appraiser, and although set up to be covered in 15 2-hour sessions, may be adapted to meet local needs. (AW)

VT 012 362
Guidelines for Coordinators of Cooperative Education Programs.

Mohave County Union High School District, Ariz.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 90p.

DESCRIPTORS - *COOPERATIVE EDUCATION; GUIDELINES; *INSTRUCTOR COORDINATORS; *PROGRAM COORDINATION; ADMISSION CRITERIA; *PROGRAM PLANNING; JOB TRAINING; STUDENT EVALUATION; ADULT EDUCATION; TEACHER ROLE; *PROGRAM GUIDES

ABSTRACT - This coordinator's handbook was prepared to assist coordinators in this Arizona school system in organizing, maintaining, and expanding vocational cooperative education programs. The handbook presents a philosophy of cooperative education, discusses the importance of planning in relation to a cooperative program, and presents a general overview and the advantages of cooperative education. Also included are resource materials and suggested guidelines regarding (1) training situations, (2) student selection, (3) coordination, (4) the instructional program, (5) classroom management, (6) reports and records, (7) evaluation of trainees, (8) forms useful to the coordinator, and (9) adult education. (JS)

VT 012 365
Hoots, William R., Jr.
Occupational Education. A Program of Career Guidance and Occupational Education.

Washington County Board of Education, Plymouth, N.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jun69 31p.

DESCRIPTORS - *EDUCATIONAL PROGRAMS; *OCCUPATIONAL GUIDANCE; *COUNTY PROGRAMS; *PROGRAM

PLANNING; OCCUPATIONAL INFORMATION; CAREER CHOICE; *CURRICULUM DESIGN; CURRICULUM DEVELOPMENT; VOCATIONAL ADJUSTMENT

ABSTRACT - Recognizing the need for curriculum revision to improve career guidance, the Washington County Board of Education developed an educational program to orient youth to their technological environment and the world of work. This report outlines the minimum curriculum for occupational education proposed for Grades 1 through 12. An experimental pilot program for Grades 1 to 6 is recommended. (BH)

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VT 012 375
Thompson, Paul, And Others
Technical Mathematics.

Illinois State Board of Vocational Education and Rehabilitation, Springfield. Research and Development Unit.
DOCUMENT NOT AVAILABLE FROM EDRS.
Wadsworth Publishing Company, 10 Davis Drive, Belmont, California 94303 ($9.50).
PUB DATE - 69 481p.

DESCRIPTORS - *MATHEMATICS MATERIALS; *VOCATIONAL EDUCATION; *INDIVIDUALIZED INSTRUCTION; MATHEMATICAL APPLICATIONS; *TEXTBOOKS; MATHEMATICS EDUCATION; MATHEMATICS INSTRUCTION; TECHNICAL EDUCATION; TEXTBOOK ASSIGNMENTS; TESTS; HIGH SCHOOL STUDENTS

ABSTRACT - Written as a preparation for students considering a vocational-technical career, this text is designed to emphasize the application of mathematics to problems in the industrial-technical fields and to use these applications to improve the mathematical competence of the student. Material is arranged in problem form to allow a student to progress at a rate comparable to his achievement level, and the 19 chapters cover subjects such as (1) Integers, (2) Common Fractions, (3) Binary Numbers, (4) Logarithms, (5) Linear Equations, Formulas, Graphs, (6) Polynomials, and (7) Trigonometry. Several related tables are appended, and an answer for "Technical Mathematics" is available from the source of availability indicated for this document. (JS)

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VT 012 378
Christensen, Thomas E., Ed.; Moosey, Eleanor R., Ed.
A Guidance and Curriculum Guide for Junior High School Grade Nine General Occupations Program.

Worcester Public Schools, Mass.
Massachusetts State Dept. of Education, Boston. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 66 150p.

DESCRIPTORS - *CURRICULUM GUIDES; GUIDANCE COUNSELING; *JUNIOR HIGH SCHOOLS; *VOCATIONAL EDUCATION; *PROGRAM PLANNING; HANDICAPPED CHILDREN; *OCCUPATIONAL GUIDANCE; OCCUPATIONAL HOME ECONOMICS; SHOP CURRICULUM; MATHEMATICS CURRICULUM; LANGUAGE ARTS; PILOT PROJECTS

ABSTRACT - Based on a ninth grade General Occupations Pilot Program Project, this guidance and curriculum guide was prepared to assist principals, counselors, and teachers in developing related junior high school programs. The guide represents a special attempt to plan a set of school experiences that will satisfy the basic educational needs of certain young people and prepare them to meet the requirements for further vocational training. To render the guide useful as a resource for planning projects, sections cover: (1) Vocational Home Economics, (2) Vocational Shop, (3) Language Arts, (4) Mathematics, and (5) Orientation. The appendixes include information on the General Aptitude Test Battery, procedures for field trips, and the overhead transparency projector. (JS)

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VT 012 381
Tenant Services Personnel. 48 Job Descriptions from Large Housing Authorities.

National Association of Housing and Redevelopment Officials, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
NAHRO Publication No. N543.
NAHRO, 2600 Virginia Avenue, N.W., Washington, D.C. 20037 ($2.50)
PUB DATE - Jun70 50p.

DESCRIPTORS - VOCATIONAL EDUCATION; *OCCUPATIONAL INFORMATION; CAREER PLANNING; *OCCUPATIONAL GUIDANCE; *JOBS; COMMUNITY SERVICES; *SOCIAL SERVICES; HOME MANAGEMENT; COORDINATORS; *BULLETINS; EMPLOYMENT OPPORTUNITIES; SALARIES; EMPLOYEE RESPONSIBILITY;

GEOGRAPHIC DISTRIBUTION; HOME ECONOMICS

ABSTRACT - This booklet of 48 job descriptions provides information on the establishment, staffing and modification of tenant services programs, and on the requirements and performance expectations for personnel related to these services. Intended for local housing authorities, it should also be informative for counselors and vocational teachers. Job descriptions are provided for positions such as (1) social service aid, (2) coordinator of training programs, (3) home economics assistant, (4) home visitor, (5) management aid, (6) tenant relations worker, and (7) director of community organization and social services. The job listings represent a geographic cross-section of authorities and are based on data collected through a 1968 Questionnaire survey. Job descriptions provide information concerning salary, training and experience, needed knowledges and skills, and duties of position. The salary ranges may have to be updated since these were drawn from the 1968 survey. (JS)

VT 012 437
Resource Guide For the Improvement of Instruction in Mechanical Technology.

Wentworth Inst., Boston, Mass. Curriculum Center.
MF AVAILABLE IN VT-ERIC SET.
Director, Curriculum Center, Wentworth Institute, 550 Huntington Ave., Boston, Massachusetts 02115.
PUB DATE - Mar70 146p.

DESCRIPTORS - *VOCATIONAL EDUCATION; *TECHNICAL EDUCATION; *MECHANICAL DESIGN TECHNICIANS; *RESOURCE GUIDES; *ENGINEERING TECHNOLOGY; POST SECONDARY EDUCATION; ENGINEERING TECHNICIANS; RESOURCE MATERIALS; CURRICULUM ENRICHMENT; BIBLIOGRAPHIC CITATIONS; PROGRAM DEVELOPMENT; CURRICULUM PLANNING

ABSTRACT - To assist educators in improving mechanical technology education, this resource guide was developed by the curriculum center at Wentworth Institute in Boston, Massachusetts. Topics are: (1) Characteristics of Engineering Technology Education, (2) Developing an Instructional Program, (3) Organizing a Course, (4) You in the Classroom, (5) You in the Laboratory, (6) Course Improvement Aids, (7) Textbooks and Textbook Suppliers, (8) Typical Equipment and Suppliers, (9) Tests, Measurements, and Record Keeping, (10) Visual Aids , (11) Fortran IV Applications, (12) Calculub Applications, (13) Slide Rule Applications, and (14) Field Trips. Appended is a list oe accredited curriculums leading to degrees in engineering technology. (GB)

VT 012 441
Driver Education Programming.

Michigan State Dept. of Education, Lansing.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jan70 193p.

DESCRIPTORS - *CURRICULUM GUIDES; *DRIVER EDUCATION; *CURRICULUM PLANNING; *LESSON PLANS; *TEACHING GUIDES; INSTRUCTIONAL MATERIALS

ABSTRACT - Prepared by the Michigan Department of Education to assist local school districts in reducing driver education program costs while maintaining or improving program quality, this manual suggests a general curriculum format which may be easily adapted to meet local needs. Contents cover: (1) driver education laws, (2) driver education operating rules, (3) purpose of the course, (4) samples of parent communications, (5) course outline, (6) subject coverage recommendations, including hours allotted, (7) weekly lesson plans, (8) recommended films, (9) suggested projects, (10) the task of driving, (11) per-pupil costs, (12) scheduling, (13) equipment and materials, (14) unit tests, and (15) lesson plans for use on multiple car range. (AW)

VT 012 488
Krantz, Gordon
REHAB: Simulated Case Flow.

Cooperative School-Rehabilitation Centers, Minnetonka, Minn.
MF AVAILABLE IN VT-ERIC SET.
Cooperative School-Rehabilitation Centers, 6025 Eden Prairie Road, Minnetonka, Minnesota 55343 (punched paper tape and manual, $5.00, checks payable to CSRC).
PUB DATE - ND 10p.

DESCRIPTORS - *COMPUTER ASSISTED INSTRUCTION; *REHABILITATION COUNSELING; *VOCATIONAL REHABILITATION; *AUTOINSTRUCTIONAL AIDS; SIMULATION; *DECISION MAKING; GAME THEORY

ABSTRACT - Designed to teach beginning rehabilitation counselors the general kinds of vocational services which may be needed in difficult cases, this computer-simulated program allows the user to play a rehabilitation game with a computer. The user, who must be able to type with at least one finger, makes decisions as questions are asked about a case, and the computer presents the questions and reports the consequences of the decision. In order to use the program, the computer must be one which is accessed by keyboard, reads punched paper 8-track tape, and can be programmed in the language BASIC. Program input time is 15 minutes. (SB)

VT 012 542
Finch, Harold L.
Aviation Guidelines.

MF AVAILABLE IN VT-ERIC SET.
American Association of Junior Colleges, One Dupont Circle, N.W., Washington D.C. 20036 ($2.00).
PUB DATE - 70 58p.

DESCRIPTORS - *PROGRAM GUIDES; GUIDELINES; COMMUNITY COLLEGES; *CURRICULUM DEVELOPMENT; *PROGRAM DEVELOPMENT; *COURSE DESCRIPTIONS; *AVIATION TECHNOLOGY; DIRECTORIES; EMPLOYMENT OPPORTUNITIES

ABSTRACT - Developed with the assistance of an advisory committee, these guidelines provide basic information for institutions planning programs in aviation. Aimed at program development on the community college level, this program guide presents four sections on: (1) Aviation Education--The Big Picture, (2) Getting Started--General Guidelines, (3) Aviation Programs, and (4) Supplementary Information. Specific information includes course descriptions, a directory of community colleges and aviation programs, an employment outlook, and a checklist for the director. (JS)

VT 012 543 ED 047 144
Suggested Guidelines for Consumer Education; Kindergarten through Twelfth Grade.

President's Committee on Consumer Interests, Washington, D.C.
EDRS PRICE MF-$0.65 HC NOT AVAILABLE FROM EDRS.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20401 (PR36.8:C76/ED8, $.65).
PUB DATE - Nov70 62p.

DESCRIPTORS - *PROGRAM GUIDES; GUIDELINES; *CONSUMER EDUCATION; *PROGRAM DEVELOPMENT; PROGRAM PLANNING; ARTICULATION (PROGRAM); CONSUMER ECONOMICS; EDUCATIONAL OBJECTIVES; *STUDENT NEEDS; *CURRICULUM DEVELOPMENT; PROGRAM CONTENT; TEACHING METHODS; RESOURCE MATERIALS; STUDENT ROLE; TEACHER ROLE; PARENTS ROLE

ABSTRACT - Designed to assist the implementation of consumer education programs for grades K-12, these guidelines should be useful to teachers and other educators in planning and developing individual school programs. In formulating these guidelines, special attention has been given to the educational needs of students in the inner-city, rural, and suburban settings as well as to students with ethnic and geographical differences. These guidelines were developed with the assistance of educators and personnel representing several universities, the school district of Philadelphia, the Office of Education, the Council for Family Financial Education, the Chief State School Officers of the States, the President's Consumer Advisory Council, and the President's Committee on Consumer Interests. The guide is divided into the following sections: (1) Consumer Education: An Imperative Need, (2) Methods of Implementation, (3) The Instructional Program, (4) Roles in Consumer Education, and (5) Instructional Resources for Consumer Education. (JS)

VT 012 625 ED 047 157
Schubert, Jane Gary; Schwarz, Paula Jane
The Social Studies Curriculum. Project ABLE: Development and Evaluation of an Experimental Curriculum for the New Quincy (Mass.) Vocational-Technical School. Thirteenth Technical Report.

Quincy Public Schools, Mass.
American Institutes for Research, Pittsburgh, Pa.
Office of Education (DHEW), Washington, D.C. Bureau of Research.
EDRS PRICE MF-$0.65 HC-$6.58 OEC-5-85-019 08
AIR-810-9/70-TR13 BR-5-0009
PUB DATE - Sep70 177p.

DESCRIPTORS - *CURRICULUM DEVELOPMENT; *CURRICULUM DESIGN; *EXPERIMENTAL CURRICULUM;

TEACHING TECHNIQUES; *SOCIAL STUDIES; SOCIAL PROBLEMS; *PROBLEM SOLVING; INDIVIDUALIZED INSTRUCTION; EDUCATIONAL OBJECTIVES; INSTRUCTIONAL MATERIALS; HIGH SCHOOL CURRICULUM
IDENTIFIERS - *PROJECT ABLE

ABSTRACT - A 3-year Project ABLE social studies curriculum for vocational students was developed by high school teachers around general vocational, citizenship, knowledge, and self-fulfillment objectives and emphasized problem solving ability, use of new instructional materials, different teaching strategies, and individualized instruction. Structured at three levels of learning, course content at the 10th grade consists of general concepts and treatment of political, social, and cultural problems in diverse societies, while the 11th grade limits the study of concept and treatment to a specific society and the 12th grade to the individual's role in that society. During the first year (1968-69) of implementation, several problems hampered the introduction of the instructional materials which necessitated revisions in subsequent materials. It was also found that in order to objectively evaluate the materials, special criterion measures or appraisal techniques were needed. Other recommendations were that materials should be evaluated against stated learning objectives, student population should be altered to a size permitting validation of the materials, and the format of the units should be changed to provide more variety of instructional media. Several project materials are appended. (SB)

VT 012 626 ED 047 158
Champagne, Audrey; Albert, Anne
The Science Curriculum. Project ABLE: Development and Evaluation of an Experimental Curriculum for the New Quincy (Mass.) Vocational-Technical School. Fourteenth Technical Report.

Quincy Public Schools, Mass.
American Institutes for Research, Pittsburgh, Pa.
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.65 HC NOT AVAILABLE FROM EDRS. OEC-5-85-019 08
BR-5-0009
PUB DATE - Sep70 81p.

DESCRIPTORS - *CURRICULUM DESIGN; *CURRICULUM DEVELOPMENT; *EXPERIMENTAL CURRICULUM; HIGH SCHOOL CURRICULUM; *SCIENCE CURRICULUM; SCIENCE EDUCATION
IDENTIFIERS - *PROJECT ABLE

ABSTRACT - Activities concerning the development of the science curriculum of Project ABLE are summarized. The science curriculum attempts to relate science content to vocational areas where applicable, but emphasizes generalizations which the student will apply in his specific vocational field. Intended for 10th, 11th, and 12th grade students, the curriculum consists of units in behavioral science, biological science, sex education, chemistry, and physics. Twenty students were chosen to participate in the implementation of the science material which began with a perceptual unit. Due to a number of difficulties, the science program has achieved only initial stages of its plan. Tasks remaining are the analysis of student and teacher evaluations and the implementation of the remaining part of the prepared curriculum and its revision. Several project materials are appended. (Not available in hard copy due to marginal legibility of original document.) (SB)

VT 012 631
Jensen, Arthur K., And Others
Low Cost Teacher Made Overhead Transparencies from Three Mil Trycite.

Clemson Univ., S.C. Vocational Education Media Center.
South Carolina State Dept. of Education, Columbia. Office of Vocational Education
DOCUMENT NOT AVAILABLE FROM EDRS.
Vocational Education Media Center, Clemson University, Clemson, S.C. 29631 ($1.00).
PUB DATE - 69 67p.

DESCRIPTORS - *VOCATIONAL EDUCATION; *MANUALS; *INSTRUCTIONAL AIDS; TEACHER AIDS; *OVERHEAD PROJECTORS; RESOURCE MATERIALS; *TRANSPARENCIES; PLANNING; EDUCATIONAL EQUIPMENT

ABSTRACT - Developed by a media center as an aid for teachers, this manual discusses the merits and potential of one material that can be used in the production of overhead transparencies. This material, a polystyrene film, is economical, versatile, very transparent and available in a pre-cut size that is very useful for teaching purposes. The disadvantages of using this material are also presented along with information concerning: (1) the use of the overhead projector, (2) planning and developing the transparency, (3) sources of Trycite--the trade name for this material, and (4) uses of Trycite for overhead transparencies. Line drawings illustrate the publication. (JS)

VT 012 945 ED 048 514
Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Winter 1970.

Ohio State Univ., Columbus. Center for Vocational and Technical Education.
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.65 HC-$6.58
ERIC Clearinghouse for Vocational and Technical Education, The Ohio State University, 1900 Kenny Road, Columbus, Ohio 43210 (Quarterly--Fall, Winter, Spring, Summer, $11.00 per year).
PUB DATE - 71 151p.

DESCRIPTORS - *ANNOTATED BIBLIOGRAPHIES; *INSTRUCTIONAL MATERIALS; *VOCATIONAL EDUCATION; *TECHNICAL EDUCATION; BUSINESS EDUCATION; AGRICULTURAL EDUCATION; DISTRIBUTIVE EDUCATION; HEALTH OCCUPATIONS EDUCATION; HOME ECONOMICS EDUCATION; INDUSTRIAL ARTS; TRADE AND INDUSTRIAL EDUCATION; INDEXES (LOCATERS); CLEARINGHOUSES

ABSTRACT - This quarterly publication announces the availability of instructional materials acquired and processed by the Educational Resources Information Center (ERIC) Clearinghouse on Vocational and Technical Education. It should be of particular interest to teachers, curriculum specialists, supervisors, and administrators involved in curriculum development or the use of instructional materials in the teaching-learning setting. Each abstract, a condensation of the report in about 200 words, usually includes the means used to develop the material, the setting for use of the material, and source of available copies. Abstracts are included under the following sections: Agricultural, Business and Office, Distributive, Health Occupations, Home Economics, Industrial Arts, Occupational Psychology, Trade and Industrial, and General Vocational and Technical Education. An author index, document number index, and subject indexes are provided. Most of the documents which have not been announced in "Research in Education" are available as a separate microfiche set from the ERIC Document Reproduction Service (VT 012 946). Others are available from the source identified in the abstract. (CD)

VT 012 946 ED 049 382
Microfiche Collection of Clearinghouse Documents Reported in Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Winter 1970.

Ohio State Univ., Columbus. Center for Vocational and Technical Education.
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$96.85 HC NOT AVAILABLE FROM EDRS.
PUB DATE - 71 10,960p.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *VOCATIONAL EDUCATION; *TECHNICAL EDUCATION; BUSINESS EDUCATION; AGRICULTURAL EDUCATION; DISTRIBUTIVE EDUCATION; HEALTH OCCUPATIONS EDUCATION; HOME ECONOMICS EDUCATION; INDUSTRIAL ARTS; TRADE AND INDUSTRIAL EDUCATION; INDEXES (LOCATERS); CLEARINGHOUSES

ABSTRACT - Documents announced with VT numbers only in the Winter 1970 issue (VT 012 945) of "Abstracts of Instructional Materials in Vocational and Technical Education" (AIM) are included in this microfiche set. The microfiche set is arranged in the following sequence: (1) A Vocational Technical (VT) number index to documents in the microfiche collection, (2) the author and subject index from AIM, and (3) the full text of documents listed in the VT number index. The texts are filmed continuously in VT number sequence. (CD)

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Catfish Farming; A Reference Unit.

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Child Care Services: A Suggested Guide.

CHILD CARE WORKERS
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VT 012 562 458
A Resource Guide for Human Development.
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Food for Children in Day Care Centers. A Teaching Guide.

CLASSIFICATION
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Selected Weeds of the United States.

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Menswear; A Distributive Education Manual.

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CLOTHING MAINTENANCE SPECIALISTS
VT 012 230 456
Clothing Management, Production, and Services and Home Furnishings, Equipment, and Services: A Suggested Guide.

COMMUNITY ACTION
VT 012 227 ED 045 832 494
Build Our American Communities; A Community Development Program for High School and Young Adult Groups.

COMMUNITY COLLEGES
VT 012 722 479
Computerized Speed Detection, VASCAR. Course Outline.

COMMUNITY DEVELOPMENT
VT 012 227 ED 045 832 494
Build Our American Communities; A Community Development Program for High School and Young Adult Groups.

COMMUNITY PROGRAMS
VT 012 227 ED 045 832 494
Build Our American Communities; A Community Development Program for High School and Young Adult Groups.

COMPANIONS (OCCUPATION)
VT 006 695 450
A Unit of Learning About Homemaker-Home Health Aide Service, Teacher's Source Book.

COMPUTER ASSISTED INSTRUCTION
VT 012 488 497
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